DOCUMENT RESUME

ED 026 086 LI 001 143

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Library Services in West Virginia, Present and Proposed.

West Virginia Library Commission, Charleston.

Pub Date Feb 66

Note-172p.

Available from-West Virginia Library Commission, 2004 Quarrier St., Charleston, West Virginia 25311 (Free)

EDRS Price MF-$0.75 HC Not Available from EDRS.

Descriptors-Financial Support, Librarians, *Libraries, Library Collections, *Library Networks, *Library Services, Library Standards, *Library Surveys, *State Programs

Identifiers-*West Virginia

The scope of this study included (1) reviewing the present plan for regional library development; (2) analyzing statutes affecting library organization and financing; (3) conducting a survey of the library collections, staff, and physical facilities presently existing; (4) compiling data on educational, social, and economic conditions in West Virginia which might influence library services; (5) visiting a sufficient number of libraries and related institutions to insure the accuracy and relevance of the data to be gathered; and (6) recommending plans for the development, organization, and financing of public library service using the collected data. In order to collect data the survey staff sent out 481 questionnaires to public, school, special, and state government libraries, examined annual reports, made field visits, and compared data to national, regional, and state standards. Copies of the questionnaires used, a list of public libraries in West Virginia, and a reference book checklist of 193 items are appended. (CC)

ED026086

LI 001143

LIBRARY SERVICES IN WEST VIRGINIA

PRESENT AND PROPOSED

by
Ralph Blasingame
assisted by
Thornton J. Ridinger

With the advice of a committee of
the West Virginia Library Association

LI 001143

Charleston, West Virginia
Library Commission
1965

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Charleston, West Virginia 25311

February 1966

This is a reprint edition
of the Ralph Blasingame report of the
study "Library Services in West Virginia"
officially received by the West Virginia Library Commission
and so recorded
in minutes February 19, 1966.

No changes have been made in
the original report.

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ACKNOWLEDGMENTS

This study has been a most interesting assignment. It could not have been carried out without the interest and help of many people. Members of the West Virginia Library Commission and its staff individually and collectively have given time and thought to the project and have made many constructive suggestions. The members of the ad hoc committee appointed by the West Virginia Library Association, likewise, have given their time and energy freely and to good effect.

Local library trustees and staff members answered the detailed questionnaire and made possible a series of concentrated field trips in various parts of the state. Those questionnaire returns and the impressions obtained during the visits were absolutely essential to pursuit of the study. Librarians of school, college and special libraries similarly gave their time freely whenever requested to do so.

Dr. Claude J. Davis, Director of the Bureau for Governmental Research of the West Virginia University, provided a detailed review of the tax structure of the state and general advice as to the governmental background. Both were presented so as to be clearly and readily understood.

Mr. Thornton J. Ridinger, under the supervision of the project director, prepared the questionnaires and pre-tested them, tabulated the data obtained and drafted many of the descriptive sections of the report.

The report is the responsibility of the author. Errors or failures to understand the particular conditions of West Virginia are his alone, as are the recommendations presented for consideration.

Ralph Blasingame, Project Director

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FOREWORD

The ability to comprehend and use abstract knowledge is essentially an ability to manipulate symbols. Through reading, the individual learns to manipulate symbols. Thus, reading is an important means by which the individual develops curiosity and imagination and the initiative to imagine himself in circumstances other than those into which he was born. It is the means through which one may make contact with the past and present; associations vital to the release of creative energy.

The supply of printed matter is to a large degree a function of economic health; where the market is very good, information is easily obtainable about many topics. Books, magazines, newspapers in remarkable array are sold in many places. Libraries flourish. Where the market is not good, libraries do not flourish, printed matter is not readily available commercially and it is difficult to get sound information or reading matter of quality: thus, the actual supply of printed material of value bears little relation to the need for it.

The accessibility of reading matter varies widely in West Virginia and it is clear from the facts brought together in this report that most people are not well supplied by either commercial or public sources. Many factors combine to create this uneven opportunity for learning. Subsistence level economy in many areas of the state is a primary reason. However, this reason is not the only one which denies many West Virginians access to information needed to reach sound decisions and to encourage initiative.

The cultural heritage of parts of West Virginia suggests another reason for the lack of printed matter. A heritage which has not stressed book reading and an economy which does not demand or support outlets for print combine to reduce the apparent need for reading.

Another reason is our choice of "models" for the public agency designed to distribute printed materials. The American public library was created in the great urban centers. There, with a multitude of people engaged in a competitive struggle, many institutions, among them museums, schools and libraries, emerged to serve the great variety of special audiences resulting. The city public library, having developed early, strongly influenced all thinking about public libraries. The city library was a single administrative unit with a bureaucratic organization, it has traditionally had little connection with the state government, and its support has been voluntary as contrasted to the mandatory support of the public schools. The library has commonly been financed through property taxes. This model has dominated the thinking of people concerned with the propagation of library services for many years.

The city library, as constituted, depends upon several factors. One, it grows out of the special needs for the dissemination of knowledge which can be made obvious when large groups of people get together. Second, the library when locally supported on a voluntary basis can reach reasonable levels of support only when the economy is strong. Third, leadership must emerge because virtually all state statutes permit but do not require the provision of local library services.

It has been fashionable among librarians to visualize the public library as serving a cultural or communications elite. Substantially, such is the library's audience in the great city. Services there have been refined for special groups, criteria for selection of materials have increasingly raised the levels of authority of those items worthy of inclusion in library collections and professional conferences have largely been dominated by individuals associated with the development of these and similar trends.

Berelson put this matter succinctly in his influential study for the Public Library Inquiry:

> The library's attempt to serve the total community is bound to bring disappointment and perhaps deterioration in the quality of its service. The library serves a small clientele today; it would lose no prestige by serving an even smaller group with a higher quality of service.[1]

For the most part, the various state plans in West Virginia and elsewhere for public library development in the past have assumed that this attitude is generally applicable to all areas of the various states and that an agency modeled in most characteristics after the city library was viable.

But what are the actual conditions in West Virginia? Approximately two-thirds of the people of the state live in areas in which the median family income is less than $5,000 per year. In these areas there are no great population centers, the economy neither demands nor is able to support outlets for print, and leadership for the support of cultural institutions generally has been lacking. In short, neither the model library nor the generally accepted concept of public library service applies. In these areas, there is immediate need to decide whether or not the state has a responsibility to act, since local initiative appears to be insufficient to make certain reading materials available. Second, if the state should act, how should it determine the level and nature of the materials to be provided and then how can it develop an operable method of distributing those materials.

Local leadership has, in a remarkable number of instances, produced public libraries in name in areas whose economy cannot support them at reasonable levels. But in fact, leadership alone cannot supply dollars or dramatize

the need for informational materials which rises to the surface of its own accord in most large towns. Many individuals now living in the state and many more yet unborn will not have the essential access to reading materials suited to their needs and capacities unless an effective service is created for them. It is fruitless to say that these people should rely on their initiative to get libraries. The facts are that people who live on subsistence incomes cannot afford to plan ahead; that in many areas the local tax structure will not encompass any increase in services. How, then, will the individual born into such a heritage, proud though it is, develop the curiosity and initiative essential to earning a living in the second half of this century? The effort must come from a unit of government with both the interest and resources to provide the required materials and services. In line with a general trend in West Virginia, the state appears as the unit meeting these requirements.

The recommendations of this report concerning the fostering of local libraries of small size, drastic reorientation of book selection and "book exposure" programs (see Chapter IV) challenge traditional thinking in librarianship. If these ideas are to be given a fair trial, the attitudes of the persons administering the programs must be receptive. Future evaluation must be carried out by impartial methods. In short, these experimental ideas must be adopted fully and evaluated fairly or not at all. To do otherwise will be to fail to advance the development of library services in West Virginia.

The provision of public library materials and services in a systematic manner planned at the state level is a feature of several of the most significant pieces of state library legislation enacted in other states in the past ten years. One of the most important features of that legislation is the separation of library services into "levels." The first of these levels is the supply of current, useful reading materials at such points that no person must travel far to have access to them. The second level is the supply of deeper, broader collections of materials encompassing some strength in many different subject areas. The third is that of the reference or "research" resource--the scholarly or technical material which is needed occasionally. This last need is apt to be somewhat unusual, but it is often important in the nurturing or survival of individual creativity. This division into three levels of library service is based on the expressed needs of people for information and reading material, the logic which the distribution of population and wealth suggests and upon economy of operation.

The most far-reaching recommendation of this study is that this division is workable in West Virginia, but that the first, or local, level is the primary responsibility of the state government, where the local economy cannot support it. In those parts of the state which are clearly able to support adequate organizations themselves, the state's position is to be supplementary to local effort. It is also the recommendation of this study that the state has a considerable role in insuring that the second and third levels of service are adequately planned for the future.

It is not the sense of this report that there should not be development of these three levels simultaneously. Rather, it is that a peculiar responsibility of this state government as it expands its efforts is to move first toward the first level. It is recommended that the state's most urgent responsibility is to supply reading materials which any literate person may find enjoyable or useful. It is also recommended that new attitudes, service patterns and organizational forms are needed if a large audience is to be affected. Certainly, these recommendations do not lay the emphasis on the purposeful reader as opposed to the person reading for pleasure, which is common in much library planning now. This orientation results from no disbelief in purposeful reading but rather from close study of the conditions under which many West Virginians live today.

NOTES

Foreword

[1] Bernard Berelson, The Library's Public (New York: Columbia University Press, 1949), p. 131.

CHAPTER I

THE STATE AND ITS LIBRARIES

Factors that have influenced library development in West Virginia include the following: the historical development of West Virginia; the topography (with its effect upon transportation and communication); population characteristics; economic development; and the tax structure.

West Virginia became a state on June 20, 1863. The movement for statehood, with its political implications and consequences, is beyond the scope of this study. For background purposes, however, it may be meaningful to point out that the counties west of the mountains that separated from Virginia were, for the most part, sparsely settled.

Although the creation of the state was a direct product of the Civil War, it was largely the result of a long struggle between political, economic, and social forces in the eastern and western counties of Virginia. The successful separation from Virginia was aided by the federal government, with Union troops occupying most of the new state, and was confirmed by the defeat of the southern states in 1865.[1]

Except for the relatively flat expanse of territory along the Ohio River on the west, and in the eastern panhandle counties, the state is generally hilly and mountainous. The topography provides a relatively small amount of agricultural land and makes transportation difficult.

Because of mountainous terrain, large scale agriculture has not developed. Most farms, with the exception of a few large operations in the eastern part of the state, have been subsistence level operations. Average income of typically Appalachian West Virginia farmers was considerably less than other farmers in the United States. Also, federal agricultural programs have been geared for large scale commercial farms. The West Virginia farmer thus receives far less government assistance than does his mid-western counterpart.[2]

The problem of transportation has had the effect of discouraging industries that might be interested in relocating in the state. In a forecast of the state's economy by the Chesapeake and Potomac Telephone Company of West Virginia, maps of the state were included indicating the locations and types of major industrial companies. These maps show that the major industries are concentrated almost exclusively along the Ohio and Kanawha Rivers.[3] This area, as was stated previously, affords most of the state's relatively flat land. Transportation is not as difficult in this region as in the mountainous parts.

The total area of the state is 24,782 square miles. In 1960, the population totaled 1,860,421, a decline of seven percent from the 1950 high of 2,005,552.[4] Recent population studies have shown a further decline since 1960, and long-range projections show very little change for the future.[5] According to estimates of the U. S. Census Bureau, the population will increase by only 2,000 persons in the next twenty years. This is based upon an estimated 1965 population of 1,797,000; and 1,799,000 by 1985. If this forecast is correct, the state will still be under its official 1960 figure.[6]

The population has been primarily rural since the state's beginning. Although there has been some movement to the cities, almost two-thirds of the people are classified as rural dwellers (i.e., living in places with less than 2,500 inhabitants). The pattern of economic development has favored rural, small-town development. The advent of the coal industry in the early twentieth century led to the establishment of numerous small communities, many of which were company-owned, near the entrance to the mines.

The economy of the state has been linked closely with coal. In 1940, almost 22 percent of the employed persons in the state were employed by the mining industry. Today, this industry employs only 11 percent of the employed persons. As the coal industry became more and more mechanized, fewer workers were able to produce more coal. Other industries failed to develop at a pace adequate to absorb the growing available labor force. In 1960, unemployment for the state was 8.3 percent (compared to 5.1 percent for the nation). For the rural non-farm population, which contained 47 percent of the labor force, unemployment was 10.8 percent.

The state's economy has been based largely upon unskilled and semi-skilled labor. In many parts of the state, education seemed superfluous. The youth staying in school beyond the compulsory age requirement was merely postponing entrance into a labor market having no need for this education. Employment in the mines, although a dangerous and hard occupation, paid better than such positions as public school teaching. Today, the median school years completed by persons over 25 is 8.7 for men and 8.9 for women.

With the decline of the coal industry, many workers became unable to find new jobs. Thus, the state's population decline has been most notable in the 20-44 year age group. This age group decreased by 22 percent during the 1950's. The largest increase in population by age group during the same period has been in that portion of the population more than 65 years of age. These trends suggest an emigration of those persons upon whom the economy of the state must depend.

These economic and demographic factors have affected library development to a great extent. The low population density, with few central concentrations of large numbers of inhabitants, make governmental services expensive to maintain.

The mountainous terrain makes it difficult to reach the scattered population with mobile library service. Maintenance of public libraries has been thought to be almost the exclusive responsibility of the local governments. This tradition has held true not only in West Virginia, but in other states as well. The local governmental units in West Virginia are extremely limited with regard to tax resources. The State long ago assumed responsibility for many activities that the local governments had previously maintained. Such a transfer of control has not been developed for libraries, however.

The Executive Secretary of the West Virginia Association of County Officials reported in March of 1963, that eleven of the state's fifty-five counties were unable to pay for services that they are required by state law to provide. Seventeen other counties were barely able to pay for these services, which are largely in the area of health and welfare.[7]

The depression resulted in the passage of two laws which were to have an important effect upon public library development. The first was the Tax Limitation Amendment to the Constitution, ratified by the voters in 1932. The second was the county-unit act, adopted in 1933. This act consolidated approximately 400 school districts into fifty-five county units.

The Tax Limitation Amendment was a direct result of the economic collapse of 1929. The main source of revenue for local governments had been, and remains, the property tax. During the twenties, the local governments had found that tax and debt limits were not flexible enough to provide necessary sources of revenue even when they resorted to special levies and increased assessments.

The depression found local governments in severe financial straits. Bonded debt had expanded beyond all previous experience. Depressed property values aggravated the problem even more. The state thus found itself in a position of needing to provide for existing services and obligations despite deficits in the state general fund, as well as for providing relief for the hard pressed local governments.

Demands of property owners resulted in the Tax Limitation Amendment. This amendment, with subsequent supporting legislation, provided for a classification of property and a maximum rate of levy for each class.

Local governmental units were permitted to lay excess levies up to 50 percent of the maximum rates, provided that such levies were approved in a referendum by 60 percent of the voting on the issue. No excess levy, however, could be effective longer than three years without the renewed approval of the voters. In addition, the rate of state tax on property may not exceed one cent on each $100 valuation except for debt service on indebtedness existing at the time of its adoption. The Better Schools Amendment of 1956, however, provided that levies advocated by law for support of public schools may be increased to a maximum of 100 percent for a period not to exceed five years if approved by 60 percent of the voters.

The effects of the amendment were immediate and far reaching. The objective of reducing property taxes was quickly achieved. In 1932 general property taxes produced close to 75 percent of the total state and local revenue requirements. In 1934, this had been reduced to 35 percent.[8]

Although property taxpayers were relieved, the amendment resulted in an immediate financial crisis for the local governments. It necessitated the state's taking action regarding schools, roads, and welfare programs. The state assumed complete responsibility for roads, and most of the cost of schools and relief programs.

The local governments were unable to provide the services that have been traditionally under their jurisdiction. The amendment reduced the income of several public libraries, forcing their closing. When the financial squeeze was first felt, libraries were among the first services to be dropped.[9]

The county unit bill was necessitated by the adoption of the Tax Limitation Amendment. The independent school districts had depended almost exclusively upon the property tax for their revenue needs. A number of the school districts operated public libraries. The limitation on the traditional source of revenue, and the corresponding increase in state support and control of schools, led to the transfer of public library support to other sources. These other sources of support were primarily non-governmental. These non-governmental agencies were unable to fill the financial void created by the removal of government funds.

The Library Movement in West Virginia

Pre-Civil War library records for what is now West Virginia are very incomplete. Wheeling claims to have had the first library. It was the largest city in the state and remained so until 1930. In 1912, Charles A. Wingerter wrote, "It (Wheeling) had in 1808-09, a printing office, a book store, and a library; the first two quit the town for want of public patronage; the last is still upheld by the citizens."[10]

There were nine library companies in what is now West Virginia chartered by the State of Virginia prior to the Civil War. These were not public libraries in the sense that we use the term today. Subscribers paid annual dues, and it was usually only the well-to-do citizens who made use of the facilities. There were also a small number of lyceum and literary society libraries established in the state. None of the early attempts to provide library service had a continuous existence through the Civil War.[11]

The largest library in what is now West Virginia prior to the Civil War was the library for the Virginia Supreme Court of Appeals in Lewisburg. The Law Library, a branch of the Virginia State Library, was established in 1832.

The Virginia Supreme Court met in Lewisburg for a ninety-day term each year. When the new state of West Virginia was formed in 1863, the state took over the Law Library books and moved them to the new capitol at Wheeling. An act setting up a "State Library" was adopted in 1867. This was the first library of any kind within the state supported by public funds. Although it was called the State Library, it was in fact a law library. This law library remains today under the direction of the State Supreme Court of Appeals.

The Law Library also contained some historical and archival documents. The State Historical and Antiquarian Society (which later became the Department of Archives and History) took charge of relevant books and documents in 1891.

The continuous history of the present library system in the state begins in 1859. In that year, a library company in Wheeling was chartered by the state of Virginia. This library company became the Wheeling Public Library in 1883, under the control of the Board of Education. It was the only real public library in the state before 1900.[12]

The twentieth century found West Virginia with only one public library, one historical and archival library partly supported by the state, a law library, and several college and school libraries. The literary society libraries and library companies for the most part had been dissolved or amalgamated with school libraries. Seven libraries open to the public were established between 1900 and 1915. Not all of those received tax support, however.

No library legislation passed the Legislature before 1915, although a number of attempts were made. In 1899, Governor George W. Atkinson recommended to the Legislature a bill to establish a public library system and a non-partisan library commission. The Legislature rejected this proposal.[13]

School officials were early supporters of libraries in the state. These officials conceived of public libraries as being an extension of the schools.

The various women's groups in the state were also early advocates of public libraries. They supported the campaigns for library legislation, solicited the initial funds for collections that grew into city libraries able to support themselves--as did the Charleston and Clarksburg libraries--and started many smaller libraries that never became entirely independent of their sponsors. Although the existence of these small club-sponsored libraries may have prevented a more effective library policy with more governmental responsibility, it is doubtful, on the other hand, if the local governments would have stepped in to initiate the service.

The West Virginia Library Association was organized in 1914. The initial meeting was held in conjunction with the annual conference of the State Federation of Women's Clubs. The Association began actively to campaign for library legislation.

The Association was successful in getting the Legislature to pass library legislation in 1915. The act authorized cities, towns, counties, and school districts to levy taxes for the support of public libraries. Before this general state legislation was passed, libraries could be established by the various independent school districts. Fourteen libraries were established between 1917 and 1930.

In 1929, the West Virginia Library Commission was established by law. The Commission remained a "paper organization" until 1941, despite repeated efforts by supporters to gain appropriations from the Legislature.

Governor H. G. Kump, in his 1935 message to the Legislature, indicated that thirty-four of the state's fifty-five counties had no public library service; only thirteen libraries received tax support; and the remaining eight were dependent upon subscriptions, fines, rentals, or donations.[14]

In 1938, the West Virginia Federated Women's Clubs sponsored and financed a survey of the public libraries of the state. The report showed 88 percent of the state's population without library service. It recommended that the Library Commission cease existence as a "paper organization" and receive a beginning appropriation of at least $49,100.[15]

The Legislature responded in 1939 by authorizing a state plan for regional libraries and extending the authority of the Library Commission in relation to regional libraries. No money was appropriated to enable the Commission to discharge these new responsibilities, however.

The Library Commission and Its Effect Upon Libraries

The Library Commission received its first state appropriation in 1941--$10,000 for each year of biennium. In that same year, the first Executive Secretary was appointed by the Commission and headquarters were furnished by West Virginia University in a small house on the campus. The first project of the Commission staff was to initiate a program of books by mail to public libraries. This program, incidentally, is still being carried on by the Commission.

The first library development program sponsored by the Commission was in Monroe County in 1947. This was a bookmobile demonstration program. After six months, the county appropriated $3,000 for the library and purchased the small bookmobile from the Commission.

The Monroe County project was followed by a demonstration initiated in 1949-50 in five counties. These counties are contiguous and were later to form the first multi-county region; the Alpha Region.

In 1952, a state plan for library development was adopted by the Library Commission after a survey by Gretchen Schenk recommended that the state be divided into fourteen regions.[16]

These fourteen potential regions were consistent with widely held ideas in librarianship. The plan was apparently based on the assumption that economic conditions would improve. The report recommended that no further single county units be organized.

In 1953, the Library Commission moved its headquarters to Charleston from the campus of West Virginia University at Morgantown. The new location was a ten-room former residence owned by the state and located one-half block from the State Capitol. The Commission staff still occupies this building and in 1958 leased another building four blocks away. This second building, a former supermarket, houses the library collections, technical processing and reader's services.

Regional programs have been the primary emphasis of the Commission staff. There are at present five operating regions, embracing seventeen counties. One other county contracts for service from two regions. The differences between the regions, which have been allowed to develop upon existing frameworks, are apparent. Two of the five regions do not have regional library boards. In these two cases, counties wishing to enter the region have contracted with the existing city-county library board for service to their counties.

The public libraries in the state have developed, for the most part, according to local standards. Some have been established under the general state law, others under special law, and still others entirely according to local desires.

The passage of special local laws by the Legislature has been one method by which local libraries have attempted to secure necessary funds. Two of the more successful public libraries (in Wheeling and Charleston) operate under special laws. Both are guaranteed a certain level of tax support. On the other hand, some of these special laws have had the effect of limiting the library.

An example of such a limitation is in Greenbrier County, where the County Court is authorized to support the library and museum with an amount not to exceed $300 per year. Such a small amount as this can do no more than guarantee inadequacy.

At the present time, there are seventy-two public libraries in the state. These libraries are located in forty-nine of the state's fifty-five counties. Only three libraries--located in the three largest cities in the state--maintain collections of more than 50,000 volumes. Twenty-two of the seventy-two libraries receive no tax support.

The six counties without public library service are now served directly from the Library Commission, which operates a tractor-trailer unit which makes a visit to each county seat once every three weeks.

Certain conditions of family income are presented in Tables I and II.

Detailed review of these libraries, and others, is presented in Chapter II.

TABLE I

MEDIAN FAMILY INCOME

BY COUNTY*

(1959)

MEDIAN FAMILY INCOME	NUMBER OF COUNTIES		POPULATION
less than $3,000	14		164,936
$3,000 to $3,999	18		483,609
$4,000 to $4,499	6		201,425
$4,500 to $4,999	8		312,896
$5,000 to $5,499	6		376,075
$5,500 and over	3		321,480
		TOTAL	1,860,421

MEDIAN FAMILY INCOME	NUMBER OF COUNTIES	POPULATION
Below West Virginia Average ($4,572)	39	905,587
Above West Virginia Average	16	954,834
Below United States Average ($5,660)	52	1,538,941
Above United States Average	3	321,480

*Source: U. S. Department of Commerce, Bureau of the Census, United States Census of Population, 1960: West Virginia. General Social and Economic Characteristics.

TABLE II

PERCENT OF FAMILIES HAVING ANNUAL INCOME OF LESS THAN $3,000

(1959)

PERCENT OF FAMILIES WITH INCOMES BELOW $3,000	NUMBER OF COUNTIES		POPULATION
50 percent or more	14		164,936
40 to 49 percent	17		405,783
30 to 39 percent	12		424,883
20 to 29 percent	9		758,223
less than 20 percent	3		106,596
		TOTAL	1,860,421

PERCENT OF FAMILIES WITH INCOMES BELOW $3,000	NUMBER OF COUNTIES	POPULATION
Higher Percentage than United States Average (21.4%)	49	1,354,132
Lower Percentage than United States Average (21.4%)	6	506,289
Higher Percentage than West Virginia Average (32.6%)	40	942,563
Lower Percentage than West Virginia Average (32.6%)	15	917,858

NOTES

CHAPTER I

THE STATE AND ITS LIBRARIES

[1] Claude J. Davis, *et al.*, *West Virginia State and Local Government* (Morgantown, West Virginia: Bureau for Government Research, West Virginia University, 1963), p.2.

[2] See Anthony L. Pavlick, *Toward Solving the Low-Income Problem of Small Farmers in the Appalachian Area* (Morgantown, West Virginia: Agricultural Experiment Station, West Virginia University, 1964).

[3] *A Forecast of the Economy of West Virginia* (Charleston, West Virginia: The Chesapeake and Potomac Telephone Company of West Virginia, 1961), pp. 51-54.

[4] All population figures in this section, unless otherwise noted, are from U. S. Bureau of the Census, *United States Census of Population: 1960. West Virginia*.

[5] See James H. Thompson, *An Evaluation of Recent Population Forecasts for West Virginia*, A Report Submitted to The Honorable W. W. Barron, Governor, State of West Virginia, June 1, 1962. (Mimeographed)

[6] *Charleston Daily Mail*, February 27, 1965, p. 8.

[7] Quoted in *Charleston Gazette*, March 20, 1963, p. 1.

[8] Claude J. Davis, *et al.*, *West Virginia State and Local Government* (Morgantown, West Virginia: Bureau for Government Research, West Virginia University, 1963), p. 171.

[9] Paul A. T. Noon and Mildred W. Sandoe, *West Virginia Library Survey* (1938) (Charleston, West Virginia: West Virginia Library Commission, Reprinted, 1960), pp. 12-13.

[10] Quoted in West Virginia Library Commission, *Annual Report: 1963* (Charleston, West Virginia: West Virginia Library Commission, 1963), p. 2.

[11] See Alice W. White, *The Public Library Movement in West Virginia* (unpublished Master's thesis, Columbia University, School for Library Service, 1935).

NOTES

CHAPTER I (Continued)

[12] West Virginia Library Commission, Annual Report: 1963 (Charleston, West Virginia: West Virginia Library Commission, 1963), p. 3.

[13] *Ibid*., pp. 2-3.

[14] *Ibid*., p. 4.

[15] Paul A. T. Noon and Mildred W. Sandoe, West Virginia Library Survey (1938), (Charleston, West Virginia: West Virginia Library Commission, Reprinted, 1960), p. 5.

[16] Gretchen Schenk, A Library Service Plan for West Virginia (Morgantown, West Virginia: West Virginia Library Commission, 1952).

CHAPTER II

THE PRESENT CONDITION OF LIBRARY SERVICE

Section 1. Public Library Service

The two principal sources of the public library statistics presented in this chapter are: a fourteen page questionnaire, distributed to all public libraries in the state; and the U.S. Office of Education Form 8-017, "Public Library Statistical Report," for the period ending June 30, 1964.

Sixty-five (or 90.2%) of the seventy-two libraries in the state completed and returned the questionnaire. In addition, the Office of Education form was available from four other libraries. Thus information was obtained for sixty-nine public libraries--95.8% of all public libraries in the state. The three libraries not reporting were small, non-tax supported libraries.

All annual statistics in this chapter, unless otherwise noted, are for the fiscal year 1963-64.

PRESENTATION OF THE DATA

For purposes of analysis, it was necessary to distinguish between the service area claimed by the library and the "actual," or "immediate" service area. More than two-thirds of the libraries reported the county in which they are located as being the area served. These libraries included those receiving county tax support as well as others receiving no tax support.

It was determined to treat each public library, regardless of source of income, as serving only the community in which it is located unless it had a program of extension service to residents outside the community (branches and/or bookmobiles).

Failure to distinguish between the "claimed" service area and the "immediate" service area has the effect of making the libraries appear to be so small as to be insignificant. All per capita figures would be reduced drastically. It would, at the same time make it appear that a greater number of persons are served by local public libraries than is actually the case.

The following table demonstrates the difference between the population theoretically served and the population in fact served.

TABLE III

NUMBER OF PERSONS IN SERVICE AREAS
CLAIMED BY PUBLIC LIBRARIES: 1963-64

TYPE OF LIBRARY	POPULATION OF CLAIMED SERVICE AREA
County or Regional Library....................... (with extension agencies)	1,205,618*
County Library.................................. (no extension agencies)	423,754
Municipal Library...............................	31,167
Direct Service from the Library Commission.......	121,276
TOTAL	1,781,815

NUMBER OF PERSONS IN IMMEDIATE
SERVICE AREAS OF PUBLIC LIBRARIES

TYPE OF LIBRARY**	POPULATION OF IMMEDIATE SERVICE AREA
County or Regional Library.......................	1,205,618*
Community Library...............................	163,788
TOTAL	1,369,406

* Total includes Hancock County, which is served by bookmobile from Mary H. Weir Public Library, Weirton (a municipal library).

**The terms "county library" and "community library" are used in this chapter to mean: "county library" - a public library serving the population of the county in which it is located, through the use of extension agencies (branches and/or bookmobiles); "community library" - a public library providing no extension services to county residents. The service area is considered to be the community in which it is located, regardless of the service area claimed by the library.

It can be seen that 1,781,815 persons (almost 96% of the state's 1960 population) live within the service area claimed by a public library, or are served directly from the state agency. On the other hand, only 1,369,406 persons (74% of the population) actually reside within the immediate service area of any local public library.

It was stated before that the per capita figures for the libraries would be reduced if calculations were based upon the service area reported. The following table compares the per capita income figures for each county having public library service.

This table demonstrates that per capita income and per capita collection figures may vary considerably within a county, depending upon the service area population that is used. The statistics are even more at variance when calculated by individual library. If the larger service area reported is used, over 80% of the libraries would be shown as being supported by less than 60¢ per person served. Further, it would show that two-thirds of the libraries have less than one book per person served.

TABLE IV

CLAIMED SERVICE AREAS VERSUS IMMEDIATE SERVICE AREAS OF ALL PUBLIC LIBRARIES, BY COUNTY: POPULATION, PER CAPITA INCOME AND PER CAPITA COLLECTION*

	CLAIMED SERVICE AREA			IMMEDIATE SERVICE AREA		
COUNTY	POPULATION	PER CAPITA INCOME*	PER CAPITA COLLECTION**	POPULATION	PER CAPITA INCOME*	PER CAPITA COLLECTION**
Barbour	15,474	$----	0.1	2,080	$0.01	0.9
Berkeley	33,791	0.37	0.4	33,791	0.37	0.4
Braxton	2,190	0	2.8	2,190	0	2.8
Brooke	28,940	0.15	0.3	28,940	0.15	0.3
Cabell	108,202	1.55	1.0	108,202	1.55	1.0
Calhoun	7,948	0.31	1.5	7,948	0.31	1.5
Clay	11,942	0.20	1.3	11,942	0.20	1.3
Doddridge	6,970	0.48	1.8	6,970	0.48	1.8
Fayette	61,731	0.22	0.3	61,731	0.22	0.3
Grant	8,304	0.24	1.0 (a	8,304	0.24	1.0 (a
Greenbrier	34,446	0.24	0.4	6,817	1.33	1.9
Hampshire	11,705	0.04	0.4	2,203	0.21	2.2
Hancock	39,615	1.42	1.2	39,615	1.42	1.2
Hardy	9,308	0.45	0.9	9,308	0.45	0.9
Harrison	77,856	0.65	0.9 (b	77,856	0.65	0.9 (b
Jackson	18,541	0.53	0.9	18,541	0.53	0.9
Jefferson	1,328	0.62	3.4	1,328	0.62	3.4
Kanawha	252,925	1.36	1.0	252,925	1.36	1.0
Lewis	19,711	0.75	1.1 (b	19,711	0.75	1.1 (b
Logan	61,570	0.04	0.2	4,185	0.62	2.8
McDowell	71,359	0.16	0.2	71,359	0.16	0.2
Marion	63,717	0.41	0.8	63,717	0.41	0.8
Marshall	38,041	1.08	0.7 (c	38,041	1.08	0.7 (c
Mason	24,459	0.07	0.4	7,099	0.25	1.5
Mercer	27,649	0.26	0.9	27,649	0.26	0.9
Mineral	22,354	0.55	1.1 (a	22,354	0.55	1.1 (a
Mingo	39,742	0.23	0.7 (d	39,742	0.23	0.7 (d
Monongalia	55,617	0.17	0.4	23,401	0.39	1.0
Monroe	11,584	0.17	0.9	11,584	0.17	0.9
Morgan	8,376	0.04	0.4	1,138	0.32	3.1
Nicholas	25,414	0.16	0.4	6,118	0.68	1.5
Ohio	68,437	0.92	1.1	68,437	0.92	1.1
Pendleton	8,093	0.03	0.2	758	0.36	1.8
Pleasants	7,124	0.24	0.5	2,443	0.71	1.3
Pocahontas	10,136	0.10	0.3	1,711	0.58	1.7

TABLE IV (Continued)

CLAIMED SERVICE AREAS VERSUS IMMEDIATE SERVICE AREAS OF ALL PUBLIC LIBRARIES, BY COUNTY: POPULATION, PER CAPITA INCOME AND PER CAPITA COLLECTION*

	CLAIMED SERVICE AREA			IMMEDIATE SERVICE AREA		
COUNTY	POPULATION	PER CAPITA INCOME*	PER CAPITA COLLECTION**	POPULATION	PER CAPITA INCOME*	PER CAPITA COLLECTION*
Preston	27,233	$0.02	0.2	2,834	$0.18	1.8
Putnam	23,561	0.36	0.4 (e	23,561	0.36	0.4 (
Raleigh	77,826	0.27	0.4	77,826	0.27	0.4
Randolph	26,349	0.08	0.4	8,307	0.26	1.4
Ritchie	10,877	0.51	1.2	10,877	0.51	1.2
Roane	15,720	0.42	0.9	15,720	0.42	0.9
Taylor	15,010	0.08	0.3	5,791	0.21	0.8
Tucker	---	---	---	---	---	---
Tyler	10,026	0.24	0.8	2,331	1.03	3.4
Upshur	18,292	0.60	0.9 (b	18,292	0.60	0.9 (
Wayne	38,977	0.35	0.6 (e	38,977	0.35	0.6 (
Wetzel	19,347	0.69	1.0 (c	19,347	0.69	1.0 (
Wirt	4,391	---	1.1	727	---	6.8
Wood	78,331	0.45	0.7	54,678	0.64	0.9
The State	1,660,539	$0.60	0.8	1,369,406	$0.73	1.0

* Per capita income figures are the total income of all public libraries reporting. These figures include county court appropriations for regional library service, but do not include Library Commission support of such programs.

** Per capita collection figures are the total collections of all libraries reporting Regional collections, where not divisible by county, are the total collection of the regional library divided by the population of all counties in the region.

a) Figure includes Potomac Valley Regional Library collection. (1.0 per capita for the two counties).

b) Figure includes Stonewall Jackson Regional Library collection (0.3 per capita for the three counties).

c) Figure includes Miracle Valley Regional Library collection (0.5 per capita for the two counties).

d) Figure includes Mingo County collection of the Western Counties Regional System. (0.4 per capita.)

e) Figure includes Putnam--Wayne collection of the Western Counties Regional System. (0.4 per capita for the two counties.)

PROVISION OF LIBRARY SERVICE

Public library service to the people of West Virginia is provided by seventy-two libraries in forty-nine counties. The six counties in the state with no public library are served directly from the Library Commission headquarters in Charleston by a tractor-trailer bookmobile called the "Flying Book Express."

The seventy-two libraries (with twenty branches) are listed by county in the Appendix. These libraries range in size from one with nearly 240,000 volumes to one with less than 400 volumes. Hours of opening range from 63 hours per week to one hour per week. Some few of the libraries are located in new, modern buildings; one is located in a private home.

The following summary of data reports the state-wide totals for collections, circulation, income, and expenditures of the public libraries in the state.

TABLE V

PUBLIC LIBRARY SUMMARY OF DATA

TOTAL NUMBER OF PUBLIC LIBRARIES -- 72

Multi-county service area (regional library)	1*
County service area (claimed)	
libraries offering extension services	19**
libraries with county tax-support with no extension agencies	14
libraries with no county tax-support and no extension agencies	13
Community Service area	
libraries with community tax-support	11
libraries with no tax-support	11
libraries not reporting	3
	72

* The five regional programs are discussed in another section of this chapter.

** The three county libraries contracting with adjacent counties for service are here considered as county libraries, rather than as regional libraries. The five county libraries in Alpha Region are considered as separate units, rather than as branches of the regional library.

TABLE V (Continued)

PUBLIC LIBRARY SUMMARY OF DATA

Number of bookmobiles serving twenty-five counties....		19
Number of branches.....................................		20
Number of community stations...........................		106
Number of classroom stations........................... (includes 522 in Kanawha County)		606
TOTAL PUBLIC LIBRARY BOOKSTOCK...........................		1,331,088
Volumes per capita (claimed service area).......	0.799	
Volumes per capita (immediate service area).....	0.963	
TOTAL PUBLIC LIBRARY CIRCULATION......................... (includes bookmobile circulation - 914,516)		3,651,339
Per capita circulation (claimed service area)....	2.26	
Per capita circulation (immediate service area)..	2.64	

SOURCES OF PUBLIC LIBRARY INCOME	AMOUNT	PERCENT
City or Town	$192,648	19.4%
County Court	430,067***	43.2
School Board	265,588	26.7
Other	105,942	10.6
TOTAL INCOME	$994,245	100%

EXPENDITURES OF PUBLIC LIBRARIES	AMOUNT	PERCENT
Personnel Costs	$594,459	64.6%
Library Materials	164,379	17.8
Other	161,618	17.5
TOTAL EXPENDITURES	$920,456	100%

*** This amount includes $150,000 levy for the Huntington Public Library. The County Court turned over a portion of its levying power to the School Board for the purpose of supporting the public library.

FINANCIAL SUPPORT

West Virginia public libraries, almost without exception, are poorly supported. More than one-half of the libraries in the state have annual incomes of less than $5,000. In addition, it should be noted that two libraries, the Kanawha County Public Library and the Huntington Public Library, account for more than 50 percent of the total public library income in the state. At the same time, these libraries serve 27 percent of the population receiving library service. Put the other way, less than half of all funds spent on public libraries is spread among 73% of the persons served.

TABLE VI

SUPPORT OF PUBLIC LIBRARIES

TOTAL INCOME (COMBINED PUBLIC AND PRIVATE SOURCES)	NUMBER OF LIBRARIES
$100,000 or more	2
$ 75,000 to $99,999	0
$ 50,000 to $74,999	1
$ 20,000 to $29,999	3
$ 10,000 to $19,999	6
$ 5,000 to $ 9,999	8
$ 1,000 to $ 4,999	24
less than $ 1,000	15

PER CAPITA INCOME (COMBINED PUBLIC AND PRIVATE SOURCES)	NUMBER OF LIBRARIES	POPULATION SERVED
$2.00 and over	4	6,742
$1.50 to $1.99	4	147,225
$1.25 to $1.49	1	252,925
$1.00 to $1.24	3	49,126
$ .80 to $ .99	4	104,463
$ .60 to $ .79	7	69,995
$ .40 to $ .59	9	171,982
$ .20 to $ .39	18	275,291
less than 20 cents	8	127,950
TOTAL	58	1,205,699

National standards of adequate financial support for public libraries have been formulated by Joseph L. Wheeler and Herbert Goldhor, two noted authorities in the field.[1] The formula they suggest ranges from $3.30 for the largest systems to $3.50 for the smaller libraries.

Of the fifty-eight libraries reporting their income in 1963-64, almost 80 percent (forty-six libraries) are supported with less than $1.00 per capita. Less than one percent of the population are served by libraries receiving as much as $2.00 per capita. None of these libraries receiving as much as $2.00 per capita receive any tax-support. Only two libraries, both privately supported, receive as much as $3.50 per capita, the Wheeler-Goldhor recommendation.

COLLECTIONS

Because of the low level of financial support the collections of library materials are small, and in many cases are out of date. The two largest public libraries in the state, Kanawha County Public and Huntington Public, account for more than one-fourth of the total collections in the state's public libraries. Over one-half of the libraries in the state have fewer than 10,000 volumes each, the minimum collection recommended by the American Library Association.[2]

Per capita collection statistics indicate that less than one-fourth of the libraries have as many as two volumes per capita, the recommended standard of the American Library Association. This figure, however, presents an overly optimistic picture. Twelve of the sixteen libraries reporting two or more volumes per capita have fewer than 10,000 volumes in their collections. Thus, only four libraries, serving 11,971 persons (less than one percent of the population reported), meet minimum collection standards of the American Library Association.

In addition, it can be seen that the public libraries of the state are not being kept up to date. The American Library Association recommends annual discards of worn-out or out-of-date material. These annual withdrawals should average 5 percent of the total collection. Only eight libraries discarded this percentage (average of last five year's discards). Fewer than one-half of the libraries added 500 or more volumes annually. In addition, less than 40 percent of the libraries have an adult encyclopedia purchased within the past five years.

TABLE VII

COLLECTIONS AVAILABLE IN PUBLIC LIBRARIES

NUMBER OF VOLUMES	NUMBER OF LIBRARIES
100,000 or more	2
75,000 to 99,999	0
50,000 to 74,999	1
25,000 to 49,999	6
15,000 to 24,999	5
10,000 to 14,999	19
5,000 to 9,999	8
less than 5,000	26

PER CAPITA COLLECTION

VOLUMES PER CAPITA	NUMBER OF LIBRARIES	POPULATION SERVED
2 or more	16	23,598
1.5 to 1.9	10	52,711
1 to 1.4	16	228,014
.5 to .9	14	582,087
less than .5	10	331,431
TOTAL	66	1,217,841

TABLE VIII

AGE OF LIBRARY COLLECTIONS

NUMBER OF VOLUMES ACQUIRED ANNUALLY	NUMBER OF LIBRARIES
4,000 or more	2
2,000 to 3,999	5
1,000 to 1,999	7
500 to 999	11
fewer than 500	31

PERCENTAGE OF COLLECTION DISCARDED ANNUALLY	NUMBER OF LIBRARIES
5 percent or more	8
less than 5 percent	47

MOST RECENT ADULT ENCYCLOPEDIA AVAILABLE	NUMBER OF LIBRARIES
Purchased in the last 5 years	24
Purchased 5 to 10 years ago	16
Purchased over 10 years ago	5
No adult encyclopedia	16

CIRCULATION

Wheeler and Goldhor recommendations for per capita circulation range from 10 volumes (for libraries serving under 10,000 persons) to seven volumes (for a population of 200,000 to 500,000). Only one library, with an immediate service area population of less than 200 persons, meets the circulation standard suggested. Only seven libraries, serving less than one percent of the population, reporting circulating as many as five books per capita, one-half the standard recommended by Wheeler and Goldhor for the small libraries.

West Virginia's nineteen bookmobiles, serving twenty-five counties, accounted for one-fourth of the total state circulation.

More than 56 percent of the circulation was in children's material, with eight libraries reporting more than two-thirds of their circulation to children.

TABLE IX

PER CAPITA CIRCULATION

CIRCULATION PER CAPITA	NUMBER OF LIBRARIES		POPULATION SERVED
5 or more	7		11,087
4 to 4.9	7		441,640
3 to 3.9	6		78,955
2 to 2.9	17		196,783
1 to 1.9	19		349,348
less than 1	5		130,522
		TOTAL	1,208,335

PERCENT OF CIRCULATION ADULT NON-FICTION	NUMBER OF LIBRARIES
Less than 20%	42
20% or more	13

PERSONNEL

West Virginia's public libraries lack sufficient personnel. Only three libraries, serving 8,951 persons, meet the American Library Association standard of one full-time staff member for each 2,500 persons in the service area. Thirteen libraries depend entirely upon volunteer workers. Forty-two libraries have only part-time employees, while only twenty-six libraries have at least one full-time (35 hours per week) employee, or equivalent.

There are only seven libraries in the state that have a professional librarian in charge of the library. In these cases, the libraries are understaffed, with none meeting the A.L.A. standard of one staff member for each 2,500 persons served.

TABLE X

PERSONNEL IN WEST VIRGINIA PUBLIC LIBRARIES

STAFF MEMBERS	NUMBER OF LIBRARIES
One or more full-time (or equivalent) staff members	26
No full-time staff	42
EDUCATION OF HEAD LIBRARIAN	**NUMBER OF LIBRARIES**
Library school graduation	7
College graduation	10
Two years college	10
Business college	3
High school graduation	23
SALARY OF HEAD LIBRARIAN	**NUMBER OF LIBRARIES**
$10,000 and over	2
$ 6,000 to $9,999	5
$ 4,500 to $5,999	1
$ 3,000 to $4,499	11
$ 1,500 to $2,999	11
less than $1,500	25

LIBRARY ORGANIZATION

The American Library Association recommends that each public library be an integral part of the local government. No matter how small the local library is, it should be governed by a board or official appointed or elected under legal authority and responsible to the local government.

TABLE XI

LIBRARY ORGANIZATION AND PUBLIC SUPPORT

LIBRARIAN APPOINTED BY:	NUMBER OF LIBRARIES
City council or manager	4
County court	2
School board	2
Publicly appointed board of trustees	25
Club sponsoring the library	10
Privately appointed board of trustees	19
Other private group	2

BOARD OF TRUSTEES APPOINTED BY:	NUMBER OF LIBRARIES
City council	11
County court	10
School board	3
Combination of above	-
Other governmental agency	1
Club sponsoring the library	8
The board (i.e., self-appointive)	11
Library Association or corporation	4
Other private agency	1

SOURCE OF TAX-SUPPORT	NUMBER OF LIBRARIES
City council	16
County court	11
School board	6
City council and county court	5
City council and school board	3
County court and school board	2
City council, county court, and school board	7
TOTAL RECEIVING TAX-SUPPORT	50

Such a condition of legality and government responsibility assures the control of the expenditure of public monies by the citizens. When such control is lacking, the citizens have no effective voice in the matter of the expenditure of their tax dollars.

Only thirty-three of the sixty-four libraries reporting are governed by a public official or group. By being publicly governed is meant that the librarian is appointed by a public official or group, or by a board of trustees, the majority of whom are appointed by a public official or group.

Only nineteen libraries (excluding the regional boards) are organized under the provisions of the general state law. This law provides for the appointment of a five member board of trustees, for five year terms of office, by the local governmental agency concerned. Three libraries reported being organized under the provisions of special local laws.

PHYSICAL FACILITIES

Although a few of the libraries are located in attractive and functional buildings, most have only inadequate accommodations. One library reported being located in the private residence of the volunteer librarian, one is located in a school, and two are in church buildings.

The "typical" West Virginia public library is located in the county or city building, receiving use of such quarters free of charge. Although there are advantages to such an arrangement (i.e., no maintenance costs and a central location), the disadvantages frequently outweigh them. Space is usually at a premium, and hours of opening are often restricted to regular office hours.

TABLE XII

LIBRARY BUILDINGS

OWNER OF BUILDING	NUMBER OF LIBRARIES
The library	12
Local governmental unit	38
Club or organization sponsor- the library	7
Private owner	9
Other	2
Unknown	4

LIBRARIES NOT OWNING THE BUILDING	NUMBER OF LIBRARIES
Libraries receiving free use and maintenance of the building	39
Libraries not receiving free use and maintenance of the building	15
Unknown	6

OCCUPANCY OF LIBRARY BUILDING	NUMBER OF LIBRARIES
Libraries occupying the entire building	19
Libraries not occupying the entire building	45
Unknown	8

COMMUNITY LIBRARIES

The term "community library" was defined earlier in this chapter as being any public library, regardless of service area claimed, that does not provide extension services to residents outside the community in which it is located.

There are fifty-two community libraries in the state, each of which has an immediate service area population of less than 50,000. The table below demonstrates that the libraries are very small, with almost one-half of them serving populations of less than 2,500.

TABLE XIII

POPULATION SERVED BY COMMUNITY LIBRARIES

POPULATION OF IMMEDIATE SERVICE AREA	NUMBER OF LIBRARIES*
Under 2,500	25
2,500 to 4,999	9
5,000 to 9,999	11
10,000 to 24,999	4
25,000 to 49,999	3

*All libraries are included, whether returning the questionnaire or not.

Not only are these libraries small, most stand isolated and alone. Some, however, do cooperate informally with the regional library serving their county, or with the county library.

COMMUNITY LIBRARIES	NUMBER
Standing alone	41
In informal cooperatives	8

Interlibrary loan is not used extensively by a number of community libraries. Twenty-six libraries reported having borrowed no books from other libraries, excluding the Commission's traveling library collection. These were, for the most part, the smallest libraries, those which could benefit most by supplementing their collections through extensive use of interlibrary loan.

Often the only contact with another library is through the traveling library collection of the Library Commission. Frequently, this rotating collection (300 volumes per year) is the prime, if not the only, source of new books for the extremely small library.

The following items give evidence of the shortcomings of the community libraries in the state.

30 libraries (77% of those reporting on this item) have less than $1.00 per capita support per year.

32 (91% of those reporting on this item) have no professionally trained librarian.

37 (77% of those reporting on this item) have no full-time (or equivalent) staff member.

20 (43% of those reporting on this item) are open fewer than 20 hours per week.

19 (44% of those reporting on this item) are open no more than one evening per week.

31 (66% of those reporting on this item) have fewer than two books per capita.

26 (55% of those reporting on this item) have fewer than 5,000 volumes.

28 (78% of those reporting on this item) averaged fewer than 500 volumes added yearly.

26 (62% of those reporting on this item) circulated fewer than three books per capita.

34 (89% of those reporting on this item) had adult non-fiction circulation less than 20% of the total.

COUNTY LIBRARIES

There are nineteen county libraries in the state providing some type of extension service to county residents.[3] These libraries serve a total population of 926,100.[4] Three of the libraries also provide regional service, by contract, to adjoining counties.

In addition to the county libraries, one municipal library provides bookmobile service to the county in which it is located. The Hancock County Court contracts with the library board of the Mary H. Weir Public Library, Weirton, for bookmobile service to county residents. It is, however, a municipal library rather than a county library, and, therefore, is not included in the county library statistics.

The following table shows the size of the service area of the county libraries. They are, for the most part, small. Twelve of the nineteen serve fewer than 50,000 people each. Three serve less than 10,000 people, although two of these are members of Alpha Region.

TABLE XIV

POPULATION SERVED BY COUNTY LIBRARIES

POPULATION	NUMBER OF LIBRARIES
Under 10,000	3
10,000 to 24,999	6
25,000 to 49,999	3
50,000 to 99,999	5
100,000 and over	2

The county libraries of the state, like the community libraries, are generally small and poorly supported. Only three receive as much as $1.00 per capita support yearly. None receive as much as $2.00 per capita.

Of the nineteen county libraries (in 1963-64):

3 are not publicly governed.
16 have less than $1.00 per capita support per year.
13 have no professionally trained chief librarian.
5 have no full-time (or equivalent) staff member.
9 are open fewer than 40 hours per week.
12 are open no more than one evening per week.
19 have fewer than two books per capita.
12 have fewer than 15,000 volumes.
8 added an average of fewer than 1,000 volumes yearly for the past five years.
15 circulated fewer than three books per capita.
7 had adult non-fiction circulation less than 20% of the total.
3 provide no bookmobile service to rural residents. (five libraries share one bookmobile)

More than half of the state's libraries offer free service to county residents. A total of thirty-three libraries (48% of the libraries reporting) receive at least token support from a county governmental unit -- the county court or the county school board. The nineteen county libraries considered here, however, do provide some library service (however limited) to those residents outside the county seat. This is an important function, especially in a state that is still primarily rural.

The following two tables show the counties containing libraries which claim the county as the service area. It should be noted that in no county where the median family income is less than $5,000 does the library claiming to serve the county receive an annual income of as much as $1.00 per capita.

TABLE XV

COUNTIES SERVED BY LIBRARIES HAVING EXTENSION SERVICES (BOOKMOBILES AND/OR BRANCHES)

COUNTY	PER CAPITA INCOME	% OF INCOME FROM PUBLIC FUNDS	MEDIAN FAMILY INCOME	% OF FAMILIES WITH INCOME BELOW $3,000	% OF FAMILIES WITH INCOME OVER $10,000
Cabell	$1.52	95%	$5,278	24.3%	12.9%
Hancock*	---	---	---	---	---
Kanawha	1.34	100	5,862	21.4	14.3
Marshall	1.08	87	5,157	19.8	7.8
Ohio	.92	100	5,428	20.6	13.3
Jackson	.53	100	4,707	35.0	7.6
Ritchie	.51	100	3,355	45.2	3.7
Doddridge	.48	100	3,041	49.5	2.1
Mineral	.47	95	4,491	30.6	6.3
Hardy	.45	41	2,795	53.9	3.4
Roane	.42	100	3,098	48.6	3.5
Marion	.41	95	5,153	25.3	10.2
Berkeley	.33	71	4,725	26.0	7.4
Calhoun	.31	100	2,635	55.5	2.9
Fayette	.22	100	3,862	41.0	6.0
Raleigh	.23	84	3,845	39.9	5.4
Monroe	.17	100	2,597	56.6	2.7
Clay	.17	100	2,614	55.1	1.5
McDowell	.15	96	3,932	41.4	5.8
Brooke	.15	96	5,984	13.5	12.6

*Bookmobile service to Hancock County, by contract with the Mary H. Weir Public Library, began in July, 1964, subsequent to the collection of data for this report.

TABLE XVI

COUNTIES HAVING A LIBRARY CLAIMING SERVICE TO THE COUNTY, BUT NOT HAVING EXTENSION SERVICES (BOOKMOBILE AND/OR BRANCHES)*

COUNTY	PER CAPITA INCOME	% OF INCOME FROM PUBLIC FUNDS	MEDIAN FAMILY INCOME	% OF FAMILIES WITH INCOME BELOW $3,000	% OF FAMILIES WITH INCOME OVER $10,000
Lewis	$ .44	100%	$3,503	43.2%	5.2%
Wood	.43	92	5,499	20.1	10.3
Pleasants	.24	69	4,664	31.3	5.6
Tyler	.24	100	3,903	40.9	6.0
Mingo	.13	88	3,410	46.1	4.4
Greenbrier	.11	66	3,426	43.7	5.5
Taylor	.08	70	3,425	44.7	2.8
Mason	.06	84	4,418	34.1	7.4
Nicholas	.05	89	3,507	43.3	4.0
Morgan	.04	55	3,608	41.0	3.6
Berkeley	.03	66	4,725	26.0	7.4
Wood	.01	71	5,499	20.1	10.3
Mason	.01	73	4,418	34.1	7.4
Wirt	.00	---	3,058	49.3	3.0

*Where the name of a county appears on both Table XV and XVI, or twice in this table, the county is claimed as the service area by two libraries.

REGIONAL LIBRARY SYSTEMS

Multi-county, rather than single county, service has been emphasized in the program of library development for the state. The 1952 state-wide plan for library development envisioned fourteen regions embracing the 55 counties in the state. There are, at present, five operating regional programs.

TABLE XVII

REGIONAL LIBRARY SYSTEMS
(1965-66)

REGION	COUNTIES SERVED	POPULATION
Alpha Region	Calhoun, Doddridge, Jackson, Ritchie, Roane.	60,056
Stonewall Jackson Region a)	Lewis and Upshur.	38,003
Miracle Valley Region b)	Marshall, Tyler, Wetzel.	67,414
Western Counties Region	Cabell, Mingo, Putnam, Wayne.	210,482
Potomac Valley Region c)	Grant, Hardy, Mineral.	39,966

a) Stonewall Jackson Region data include Harrison County, which dropped out of the program June 30, 1965.

b) Miracle Valley Region data do not include Tyler County, which entered the program July 1, 1964.

c) Potomac Valley Region data do not include Hardy County, which entered the program July 1, 1965.

Three regional programs are built upon previously existing county libraries. These libraries contract with adjoining counties to provide service to the residents of those counties. One regional library is maintained by two counties, and operates independently of the previously existing libraries in those counties. One regional program is a federation of five counties, each with a county library, which combine to provide bookmobile service to the residents of those counties.

The regional programs have been dependent upon the county courts for support. The following table summarizes this support.

TABLE XVIII

LOCAL SUPPORT OF LIBRARIES
IN COUNTIES
RECEIVING REGIONAL LIBRARY SERVICE

TYPE OF SERVICE	SERVICE AREA PER CAPITA SUPPORT
Regional program..............................	.69
Independent community libraries............... (within these counties)	.90
Total local support...........................	.83

Local support of the regional programs, then, has been very small. Moreover, the dependence upon the county courts as the only source of funds may well have had a limiting effect upon the development of strong regional programs. Even if a county decides to enter a program, it may withdraw at the end of any fiscal year, thus crippling (or killing) the regional program in that area of the state.

CHECKLIST OF REFERENCE SOURCES

Sixty-one public libraries of all types, returned the checklist of reference sources which was enclosed with the public library questionnaire (see Appendix III). Their reported holdings are summarized in Table XIX.

TABLE XIX

SUMMARY OF DATA FROM CHECKLIST OF REFERENCE SOURCES

NUMBER OF REFERENCE SOURCES OR TITLES INCLUDING THOSE CONSIDERED TO BE OF EQUIVALENT VALUE BY THE LIBRARY REPORTING

NUMBER OF TITLES	NUMBER OF LIBRARIES
150 or more	3
100 to 149	17
60 to 99	13
30 to 59	8
10 to 29	13
fewer than 10	7

Median Number Held -- 64; Average Number Held --69.

NUMBER OF REFERENCE SOURCES HELD (EXCLUDING ALTERNATE TITLES REPORTED BY THE LIBRARY)

NUMBER OF TITLES	NUMBER OF LIBRARIES
150 or more	3
100 to 149	12
60 to 99	16
30 to 59	9
10 to 29	11
fewer than 10	10

Median Number Held -- 62; Average Number Held -- 63.

NUMBER OF REFERENCE SOURCES HELD (EXCLUDING ALTERNATE TITLES AND OLDER EDITIONS REPORTED BY THE LIBRARY)

NUMBER OF TITLES	NUMBER OF LIBRARIES
150 or more	3
100 to 149	7
60 to 99	14
30 to 59	13
10 to 29	11
fewer than 10	13

Median Number Held -- 49; Average Number Held -- 54.

As shown in Table XIX, inclusion of titles considered to be equivalent by the library change the picture very little. The difference between the median holdings is only two (64 and 62) and the difference between the average holdings is six (69 and 63).

When the age of the reported holdings are considered, however, there is a substantial decrease in number. When older editions reported by the library are not included, the median number held is 49 (average 54). These figures indicate, along with Table VII, that many of West Virginia's public libraries are not keeping up with new books.

CHAPTER II

THE PRESENT CONDITION OF LIBRARY SERVICE

Section 2. Libraries in the Public Schools

A school libraries questionnaire was sent to each classified high school and approved junior high school in the state. Of the 366 schools contacted, 294 (or 80 percent) returned the questionnaire.

The survey staff was not charged with the responsibility for making recommendations for school library programs. It was necessary to survey the school libraries, however, in order to develop a comprehensive picture of the total library resources in the state.

The information presented in this section, then, does not include recommendations for future action. Rather, it is presented as an indication of the level of library service available in the public schools.

The American Association of School Librarians offers the following general principles to guide the librarian in planning and developing the school library program.[5]

> 1. The school library program reflects the philosophy of the school and enriches all parts of its educational program.
>
> 2. For the individual student, the library program offers valuable experiences and instruction that start with kindergarten and, expanding in breadth and depth, continue through the secondary school. This continuity of the library program provides for the student a cumulative growth in library skills and in the development of reading, listening, and viewing abilities and tastes.

3. The true concept of a school library program means instruction, service, and activity throughout the school rather than merely within the four walls of the library quarters. All phases of the school program are enriched by means of library materials and services. The degree to which teachers and pupils can and do depend on the services, materials, and staff of the library measures the extent to which the library program is successful.

4. Every boy and girl within the school is reached by the library program according to his individual needs.

5. Through varied types of materials, the collections of the library provide for the many kinds of interests that its users have, for the different levels of maturity and ability of the student population, and for the wide range of demands evoked by the curriculum and the services of the modern school.

6. The library is a laboratory for research and study where students learn to work alone and in groups under the guidance of librarians and teachers. Thus it contributes to the growth and development of youth in independent thinking, in abilities to study effectively, and in desirable attitudes toward reading, toward other media of communication, and toward all learning and research.

7. The library program forms one facet of an over-all guidance program in the school by making important contributions through its teaching, materials, and services to the personal, social, and vocational guidance of students.

8. School library experiences serve as steppingstones to the use of other library resources in the community and to the formation of a lifetime habit of library usage, as well as to pride in the ownership of books.

PUBLIC LIBRARY SERVICE TO SCHOOLS

The answers received from the public library questionnaires indicated that many public libraries cooperate with schools in a number of ways. Forty-one of the sixty-five public libraries returning the questionnaire reported some type of service to schools in their area. This service is summarized in the following table.

TABLE XX

SUMMARY OF

PUBLIC LIBRARY SERVICE TO WEST VIRGINIA SCHOOLS

TYPE OF SERVICE	NUMBER OF LIBRARIES PROVIDING SERVICE TO: ELEM.	JR. HIGH	SR. HIGH
Classroom collections (short-term loans)	15	8	9
School deposits (long-term loans)	4	1	3
Supplementary reading materials shelf	11	8	14
Special teacher loans	15	8	13
Bookmobile stops at school	7	2	4
A reserve shelf for students	6	5	13
Consultation of teachers' reading lists in drawing up purchase orders	9	7	16

SCHOOL LAWS

The school laws of West Virginia include the following provision for school libraries and librarians:

> No. 1781. (20) School Libraries; Librarian. The board may provide libraries for its schools and may purchase books, bookcases, and other things necessary therefor, and shall pay the cost of such libraries out of school funds of the county. In connection with any such school library, the board may employ a full-time librarian or may require one of the teachers at the school to serve as a part-time librarian. Any such full-time librarian or any such teacher-librarian, who holds a degree in library science based upon the successful completion of a full year of graduate work at an institution qualified and approved to offer such degree, and who holds a collegiate elementary, first-class high school, or other certificate of equal rank, shall be paid the same salary as is prescribed by law for teachers holding a master's degree.
>
> The board shall have authority to employ during the vacation period a librarian for any school having a library of one hundred or more volumes, and to pay such librarian out of the school funds of the county an amount to be determined by the board. Any librarian so appointed shall keep the library open at least one day a week, at which time the patrons and pupils of the school may draw books from the library under such rules and regulations for the care and return thereof as the board may prescribe.[6]

There are three sets of standards by which the school libraries of West Virginia may be judged. The American Association of School Librarians, a division of the American Library Association, formulated standards for school libraries in 1960.[7]

These standards are both qualitative and quantitative. The North Central Association of Colleges and Secondary Schools have formulated minimum quantitative requirements for member schools.[8]

The third set of standards are those set by the State Department of Education.[9]

ELEMENTARY SCHOOL LIBRARIES

Only the national standards are set for both elementary and secondary schools. Neither the North Central Association nor the Department of Education has formulated standards for elementary school libraries.

Before undertaking a discussion of the standards, and West Virginia school libraries in relation to them, the status of elementary school libraries in the state should be discussed.

It was reported to the survey staff that only 29 of the state's 1,735 elementary schools had centralized libraries in 1963-64. These libraries are located in four of the state's fifty-five counties.[10]

In seventeen of these 29 schools, a person has been designated as librarian, but in no case does that person spend full time on library duties. There are no certification requirements for elementary school librarians. (Eighteen semester hours in library science are required for secondary school librarians.) Only one person in charge of an elementary school library was reported as having eighteen or more semester hours in library science. Nine were reported as having had no training in library science, and seven reported between one and seven semester hours credit. In addition, one county had a certified librarian serving as the county elementary library supervisor.

SECONDARY SCHOOL LIBRARIES

NATIONAL STANDARDS

The standards of the American Association of School Librarians, which are intended to apply to schools having 200 or more students, included the following:

Collection

1. Books:

   Minimum size of the collections in schools having 200-999 students -- 6,000 to 10,000 books. 1,000 or more students -- 10 books per student.

2. Magazines:

   At least the following number of titles in the general magazine collection:

   Junior High Schools -- 70.
   Senior High Schools -- 120.

3. At least 3 to 6 newspapers.

West Virginia's secondary school libraries in very few cases come near to meeting national standards for collection size. Of 241 school libraries reporting more than 200 students, only 42 (less than 18%) met the minimum book collection standard. Only one library (in a junior high school) reported meeting the minimum standard for number of magazines. In the case of newspapers, the school libraries did meet the minimum number in 110 cases -- 46% of those reporting.

Personnel

1. Librarians:

   For the first 900 students or fraction thereof: 1 librarian for each 300 students or major fraction thereof. For each additional 400 students or major fraction thereof: 1 librarian.

2. Clerks:

   1 clerk for each 600 students or major fraction thereof.

Only one library of the 241 serving 200 or more students met the standard for personnel. In addition, one school library serving fewer than 200 students met this minimum standard.

Only 20 libraries reported any professional or clerical assistance for the librarian. These schools included one high school reporting two professional assistants and one clerical worker. This was a school that, according to the standards, should have had ten librarians and seven clerks.

The national standards also recommended that the school librarian be a library school graduate. Twenty-six school librarians reported having a graduate degree in library science.

Expenditures

1. Funds for regular library books: in schools having 200-249 students--at least $1,000 to $1,500. In schools having 250 or more students--at least $4.00 to $6.00 per student.
2. Additional funds as required for: encyclopedias, unabridged dictionaries, magazines, newspapers, pamphlets.

Five of the 241 libraries reported book expenditures for 1963-64 equal to or in excess of the minimum standard. Only one of these five schools had budgeted for the 1964-65 school year an amount equal or above the standard, however.

REGIONAL STANDARDS

The North Central Association of Colleges and Secondary Schools include the following minimum requirements for the libraries of member schools. (All school libraries reporting are included; the State Department of Education recommends that all high school libraries meet these standards.)

Collection

> A minimum collection of 1,200 books exclusive of high school textbooks and appropriate for the instructional needs of pupils, or at least seven books per pupil enrolled, whichever is the larger, shall be provided in the library until a school's enrollment reaches 500, at least four additional books shall be provided for each pupil from 500 to 2,000 enrolled, and at least three additional books per pupil shall be provided for each pupil above 2,000 enrolled. An adequate collection of periodical and file material shall also be provided.

The school libraries of the state fare much better when compared to regional accreditation requirements than with national standards. 235 school libraries (80% of those reporting) reported that their collections were meeting these minimum book requirements.

Personnel

> Adequate personnel. Schools with an enrollment of 500 or more pupils shall employ a librarian who devotes full-time to library services. Schools with an enrollment of 200-499 pupils shall employ a librarian who devotes at least one-half time exclusively to library services. Schools with an enrollment of less than 200 pupils shall employ a part-time librarian who devotes at least one-third of the school day exclusively to library services.
>
> Preparation. The librarian shall meet the requirements for classroom teachers with reference to a degree and to general and professional preparation. The librarian also shall have a minimum of 15 semester hours of library science.*
>
> Note: *West Virginia requires 18 semester hours of library science for certification requirements.

The provision regarding adequate personnel is met by 207 school libraries (70% of those reporting). Certification requirements are met by librarians in 174 schools (59%).

However, the North Central Association also recommends that schools enrolling 1,000 or more pupils should provide a full-time assistant librarian for each additional 1,000 pupils or major fraction thereof. A ratio of one clerical assistant for each 750 pupils is recommended by the Association.

Of the 67 schools reporting 750 or more students, two met this recommendation. A total of ten of the 67 had some assistance for the librarian, but only the two had enough to meet the recommended number.

Expenditures

> The North Central Association recommends expenditures for library books and magazines, exclusive of textbooks and audio-visual materials, as follows: for the first 250 students -- $2.50 per pupil but not less than $400; for the next 300 students -- $1.50 per student; and 75¢ per student for each student above 500 enrolled.

105 (36%) school libraries reported meeting this expenditure standard.

STATE STANDARDS

The standards for secondary school libraries were designed in 1949. Despite the fact that these standards are more than 15 years old, many of the schools have not met them.

Collection

The following is the minimum number of books required in high school and junior high school libraries according to enrollment:

1 to 49 students - minimum of 500 books.

50 to 149 students - 10 books per student enrolled from 5 to 149 inclusive.

150 to 399 students - 6 books per student enrolled from 150 to 399 inclusive.

400 to 649 students - 5 books per student enrolled from 400 to 649 inclusive.

650 to 899 students - 4 books per student enrolled from 650 to 899 inclusive.

900 to 1149 students - 3 books per student enrolled from 900 to 1149 inclusive.

1150 and more students - 2½ books per student enrolled above 1149.

235 (or 80%) of the libraries reported meeting these minimum requirements. 20% of the school libraries, then, do not meet requirements that were established over 15 years ago.

Personnel

> 1. Librarian--in schools with an enrollment of less than 200 students, the librarian should be assigned to the library a minimum of two hours per day; schools with an enrollment of 200 to 499, a half-time librarian; in schools with 500 or more students, there should be a full-time librarian.
>
> 2. Preparation--18 semester hours of library science.

70% (205 libraries) reported meeting the standard regarding the amount of time spent in the library by the librarian. With regard to preparation, 173 (or 59%) of the librarians met the certification requirements.

The American Association of School Librarians recommends that each state have at least one school library supervisor. West Virginia set up such a position in 1962. This office is located in the Bureau of Instruction and Curriculum of the Department of Education.

Few of the school librarians reported membership in the two professional library associations. Only 39 (or 13%) reported membership in the American Library Association. 142 (or 49%) reported membership in the West Virginia Library Association. On the other hand, 238 (81%) are members of the National Education Association, while 252 (86%) reported membership in the West Virginia Education Association.

It is recommended that the school library be used only as a library -- not as a study hall, classroom, etc. Only 76 libraries (26%) reported that the library was not used for either classes or study hall during the school day. 155 (53%) reported that it was so used more than 50% of the time. Sixty-seven of these 155 reported that the library was used in this manner all of the time it was open.

More than half of the librarians reported that they had additional duties for more than one hour per day. 65 of these reported that these duties occupied more than one-half of the school day.

In a comprehensive school library program, it is recommended that the library be open not only during the school session, but also for a length of time sufficient to allow for use of the library before and after classes. 237 libraries reported being open at least 15 minutes before school, while 114 remained open ½ hour or more after classes.

The state law quoted previously makes it possible for the school libraries to serve the students during the summer. Only seven libraries reported being open during the summer (when classes are not in session). One of these was reported as being open only "sometimes" during the summer, while one was opened voluntarily by the librarian when asked.

The average 1963-64 book expenditure was $1.81 per student in those schools reporting. Figures reported by the State Superintendent of Schools are presented in Table XXI. These suggest an average of $1.49 per student. These figures, clearly below the standards set by the American Association of School Libraries, are also less than the national average. The U.S. Office of Education reported the average book expenditure as $2.28 per pupil.

The same report shows an average collection of 6.2 volumes per pupil in the centralized school libraries.[11] The comparable figure for West Virginia (secondary schools only) is 8.5 volumes.

TABLE XXI

PUBLIC SCHOOL EXPENDITURES: TOTAL LIBRARY AND AUDIO-VISUAL MATERIALS EXPENDITURE AND SCHOOL LIBRARY BOOKS EXPENDITURE, 1963-64

	TOTAL LIBRARY AND AUDIO-VISUAL MATERIALS			SCHOOL LIBRARY BOOKS		
COUNTY	EXPENDITURE (DOLLARS)	PER STUDENT (NET ENROLLMENT)	PER STUDENT (AVERAGE DAILY ATTENDANCE)	EXPENDITURE (DOLLARS)	PER STUDENT (NET ENROLLMENT)	PER STUDENT (AVERAGE DAILY ATTENDANCE)
Barbour	$ 1,591	$0.45	$0.50	$ 1,205	$0.34	$0.38
Berkeley	9,430	1.28	1.39	8,549	1.16	1.26
Boone	7,731	0.97	1.08	7,224	0.90	1.01
Braxton	5,587	1.45	1.58	4,347	1.13	1.23
Brooke	14,300	2.30	2.47	10,683	1.72	1.85
Cabell	30,189	1.32	1.47	23,741	1.04	1.15
Calhoun	3,166	1.47	1.70	2,963	1.38	1.59
Clay	6,385	1.79	2.02	3,051	0.86	0.97
Doddridge	4,046	2.27	2.54	3,669	2.06	2.30
Fayette	38,777	2.27	2.43	27,416	1.60	1.72
Gilmer	1,732	0.85	0.94	1,453	0.71	0.79
Grant	2,786	1.33	1.45	2,674	1.28	1.39
Greenbrier	13,617	1.53	1.67	11,132	1.25	1.37
Hampshire	2,932	1.07	1.15	2,408	0.88	0.95
Hancock	27,400	3.17	3.45	17,953	2.07	2.26
Hardy	2,783	1.20	1.31	2,783	1.20	1.31
Harrison	26,128	1.62	1.75	18,724	1.16	1.25
Jackson	5,113	0.98	1.06	4,680	0.90	0.97
Jefferson	8,683	1.92	2.10	5,266	1.16	1.27
Kanawha	170,859	2.79	3.02	112,500	1.83	1.99
Lewis	8,350	2.23	2.47	7,002	1.87	2.07
Lincoln	7,762	1.32	1.46	7,272	1.24	1.37
Logan	60,473	3.46	3.83	53,007	3.03	3.36
Marion	24,410	1.85	2.01	18,106	1.37	1.49
Marshall	19,610	2.64	2.85	15,925	2.14	2.31
Mason	7,822	1.29	1.43	6,282	1.03	1.15
Mercer	21,170	1.26	1.37	18,302	1.09	1.18
Mineral	18,210	3.32	3.60	11,699	2.13	2.31
Mingo	33,800	2.67	2.76	24,795	1.96	2.03
Monongalia	12,211	1.10	1.19	12,168	1.10	1.19
Monroe	2,592	0.97	1.04	2,367	0.88	0.95
Morgan	2,556	1.21	1.32	2,056	0.97	1.06
McDowell	34,349	1.81	2.01	26,806	1.42	1.57
Nicholas	26,296	3.70	4.06	19,400	2.73	2.99
Ohio	15,008	1.57	1.70	9,103	0.95	1.03

TABLE XXI (Continued)

PUBLIC SCHOOL EXPENDITURES: TOTAL LIBRARY AND AUDIO-VISUAL MATERIALS EXPENDITURE AND SCHOOL LIBRARY BOOKS EXPENDITURE, 1963-64

COUNTY	TOTAL LIBRARY AND AUDIO-VISUAL MATERIALS			SCHOOL LIBRARY BOOKS		
	EXPENDITURE (DOLLARS)	PER STUDENT (NET ENROLLMENT)	PER STUDENT (AVERAGE DAILY ATTENDANCE)	EXPENDITURE (DOLLARS)	PER STUDENT (NET ENROLLMENT)	PER STUDENT (AVERAGE DAILY ATTENDANCE)
Pendleton	$ 3,495	$1.92	$2.07	$ 2,036	$1.12	$1.21
Pleasants	2,211	1.20	1.31	1,749	0.95	1.03
Pocahontas	4,133	1.72	1.86	3,611	1.50	1.62
Preston	10,897	1.58	1.70	8,984	1.30	1.40
Putnam	9,295	1.43	1.56	8,058	1.24	1.35
Raleigh	66,385	3.24	3.54	44,185	2.15	2.36
Randolph	12,482	2.00	2.20	8,403	1.35	1.48
Ritchie	1,741	0.73	0.79	1,741	0.73	0.79
Roane	5,281	1.40	1.53	5,055	1.34	1.47
Summers	7,704	2.09	2.30	5,135	1.39	1.53
Taylor	4,574	1.44	1.57	3,006	0.95	1.03
Tucker	1,726	0.96	1.04	1,340	0.75	0.81
Tyler	4,769	2.14	2.33	3,954	1.78	1.93
Upshur	2,001	0.44	0.49	1,723	0.38	0.42
Wayne	28,793	2.67	3.01	16,550	1.53	1.73
Webster	3,785	1.01	1.13	3,134	0.83	0.93
Wetzel	12,309	2.53	2.79	6,258	1.29	1.42
Wirt	439	0.44	0.47	222	0.22	0.24
Wood	20,127	1.09	1.17	14,794	0.80	0.86
Wyoming	20,145	1.92	2.05	19,112	1.82	1.94
State TOTAL	$900,146	$2.01	$2.19	$665,761	$1.49	$1.62

Source: Fifty-first Report, State Superintendent of Free Schools, July 1, 1963 to June 30, 1964.

CHAPTER II

THE PRESENT CONDITION OF LIBRARY SERVICE

Section 3. College and University Libraries

Twenty colleges and universities in the state reported their 1963-64 library statistics to the Library Commission. These included the state's two universities, fifteen four-year colleges, and three two-year colleges. Thus, statistics were available from all except one junior college in the state.

The number of volumes reported by these libraries are as follows:

TABLE XXII

NUMBER OF VOLUMES IN WEST VIRGINIA COLLEGE AND UNIVERSITY LIBRARIES (1963-64)

NUMBER OF VOLUMES	NUMBER OF LIBRARIES
500,000 or more	1
300,000 to 499,999	0
100,000 to 299,999	1
50,000 to 99,999	5
25,000 to 49,999	10
fewer than 25,000	3

All of the state's four-year colleges had collections of at least 25,000 but less than 99,999 volumes. The two universities had more than 100,000 volumes, and the three two-year colleges each had fewer than 25,000 volumes.

INTERLIBRARY LOAN

There were 3,470 interlibrary loan transactions by the colleges and universities in 1963-64. The West Virginia University Library accounted for 56 percent of these transactions.

Of the items loaned by all colleges and universities in the state, West Virginia University Library accounted for more than 80 percent. It appears that, with the exception of West Virginia University, the colleges and universities in the state borrow many more items than they lend. Like the special libraries, they create a demand for specialized resources.

Interlibrary loan data were supplied by eighteen colleges and universities. These are as follows:

TABLE XXIII

COLLEGE AND UNIVERSITY INTERLIBRARY LOAN TRANSACTIONS (1963-64)[12]

NUMBER OF ITEMS LOANED	NUMBER OF COLLEGES	NUMBER OF ITEMS BORROWED	NUMBER OF COLLEGES
500 or more	1	500 or more	1
250 to 499	0	250 to 499	1
100 to 249	0	100 to 249	3
50 to 99	2	50 to 99	2
1 to 49	9	1 to 49	8
None	6	None	3

NUMBER OF ITEMS LOANED

Total (all colleges)	1,433	(average - 80)
less West Virginia University	1,160	
TOTAL (less West Virginia University)	273	(average - 16)

NUMBER OF ITEMS BORROWED

Total (all colleges)	2,037	(average- 113)
less West Virginia University	769	
TOTAL (less West Virginia University)	1,268	(average - 91)

ACADEMIC LIBRARY NEEDS

A National Inventory of Library Needs was presented at the 84th Annual Conference of the American Library Association in July, 1965. This report, prepared by the Library Services Branch, U. S. Office of Education, has significance for a discussion of academic libraries.

The chapter dealing with colleges and university libraries, based on 1962-63 data, was reported by the College and University Library Specialist of the Library Services Branch.[13]

Two assumptions were made in determining the adequacy of the academic libraries. There were:

1. Any library with 300,000 volumes is adequate.[14]
2. Any library with 15 or more full-time (or equivalent) librarians is adequate.[15]

In West Virginia, one library (West Virginia University) met these standards of adequacy. Therefore, the statistics presented below for collections and personnel exclude data from that library.

The library standards used were formulated by the American Library Association.[16] These standards, and the state's academic libraries' position relative to them, are as follows:

STANDARDS FOR FOUR-YEAR INSTITUTIONS

1. Collection. 50,000 volumes for up to 600 FTE (full-time equivalent) students. 10,000 volumes for each 200 (or major fraction) additional FTE students.

Of sixteen four-year college libraries in the state reporting (with fewer than 300,000 volumes), fifteen libraries did not meet volume standards. There were 684,016 volumes reported by the fifteen libraries. The immediate need is for 1,360,000 volumes (675,984 additional volumes).

Translated into dollars, the fifteen libraries failing to meet the volume standards would have to spend $6,083,856 to buy and process these volumes enabling them to meet minimum standards for collections.[17]

As the report points out, once the libraries have spent this amount for volumes and processing them, they will have reached the minimum standards for collections; they will have "caught up." They would not have to spend this large sum again.

2. Staff. For up to 600 FTE students, 3 librarians. For each additional 300 FTE students (or major fraction), 1 librarian.

Of the sixteen four-year colleges of the state reporting less than 15 professional staff members, fifteen fail to meet the minimum standard. These fifteen libraries reported 36 staff members. The immediate need is for 82. The 46 additional staff members needed would cost the libraries $276,000 per year ($6,000 per staff deficiency).

3. Expenditure Percentage. Total library operating expenditures should equal 5 percent of the institutions total educational and general expenditures.

Fourteen of the state's seventeen four-year institutions of higher education failed to meet library operating expenditure standards. These fourteen libraries spent $1,117,393 for current operations. The standard expenditure is $1,910,116, thus, there is a deficiency of $792,723 in these libraries.

STANDARDS FOR TWO-YEAR INSTITUTIONS

1. Collection. 20,000 volumes for up to 1,000 FTE students. 5,000 volumes for each 500 (or major fraction) FTE students beyond 1,000.

Data from three of the state's two-year colleges are reported. None of these libraries meet the minimum volume standards. The libraries reported 35,408 volumes -- the need is for 60,000 volumes. In order to meet the standard, 24,592 additional volumes are needed by these libraries. At $9.00 per volume, these libraries would have to spend $221,328 in order to reach minimum adequacy.

2. Staff. For up to 500 FTE students, 2 librarians. For each additional 500 FTE students (or major fraction), 1 librarian.

Two of the three two-year colleges fail to meet the standard for professional personnel. Two professional librarians were reported, five are needed. At $6,000 per year for each additional librarian, $18,000 will have to be spent by these libraries in order to meet the standard.

> 3. Expenditure Percentage. Total library operating expenditures should equal 5 percent of the institutions total educational and general expenditures.

Two of the three two-year colleges fail to meet current operating expenditure standards. They reported spending $29,206. This amount is $7,125 below the standard of $36,331.

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Section 4. Special Libraries

The survey staff sent questionnaires to twenty-eight special libraries in the state. These libraries, serving hospitals, industry, and governmental agencies (excluding state government departmental libraries), were listed in the American Library Directory or were members of the Special Libraries Section of the West Virginia Library Association. Twenty-three (82%) of the libraries completed and returned the questionnaire.

The purpose in including these libraries in the present study was to find out whether they provide a substitute for other libraries or whether they constitute an additional drain on other libraries. These libraries are, for the most part, small. None reported as many as 20,000 total volumes in the collection.

Twenty of the libraries allow non-company personnel to consult the material in their collection. 18 answer reference questions received from outside of the organization, and nineteen will provide interlibrary loan service to other libraries. Many industrial libraries take care, in the interests of security, not to give service to competitors, directly or indirectly.

Many of these libraries place certain restrictions upon the use of the collections by others, but to a limited extent will provide services to individuals or libraries not connected with their organization.

Five of the libraries are directed by professional librarians. Seven of the other libraries are headed by persons reporting education or specialized training in the subject field in which their libraries specialize.

The following table lists selected statistics from the questionnaire:

TABLE XXIV

SELECTED STATISTICS FOR SPECIAL LIBRARIES

TOTAL VOLUMES IN COLLECTION	NUMBER OF LIBRARIES
20,000 or more	0
10,000 to 19,999	5
5,000 to 9,999	5
1,000 to 4,999	9
fewer than 1,000	4
VOLUMES ADDED TO COLLECTION IN 1964	NUMBER OF LIBRARIES
1,000 or more	0
500 to 999	6
100 to 499	7
fewer than 100	6
none	3
no data	1
NUMBER OF PERIODICAL SUBSCRIPTIONS	NUMBER OF LIBRARIES
500 or more	0
250 to 499	4
100 to 249	11
50 to 99	4
fewer than 50	4
NUMBER OF STAFF (EQUIVALENT OF FULL-TIME)	NUMBER OF LIBRARIES
5 or more	2
3 to 4	3
2	7
1	8
0	3
FREQUENCY OF INTERLIBRARY LOAN TRANSACTIONS	NUMBER OF LIBRARIES
Number of items loaned (1964)	
100 or more	0
50 to 99	3
25 to 49	1
10 to 24	3
1 to 9	3
none or no report	13

TABLE XXIV (Continued)

FREQUENCY OF INTERLIBRARY LOAN TRANSACTIONS	NUMBER OF LIBRARIES
Number of items borrowed (1964)	
100 or more	4
50 to 99	5
25 to 49	3
10 to 24	1
1 to 9	2
none or no report	8

POLICY FOR USE BY NON-COMPANY USERS	NUMBER OF LIBRARIES
Resources available for:	
Consultation	20
Circulation for individuals	11
Circulation for other libraries	19
Answer reference questions	18

The conclusions one may draw from the data collected for this study and from the general picture presented by special libraries are:

1. Special libraries in West Virginia do help to provide specialized resources and to a limited extent contribute information to the aggregate.

2. At the same time, institutional objectives take precedence over the general objectives of state-wide resource development. Thus, these resources are available only on limited bases.

3. Special libraries in the state borrow more than they lend, thus creating a demand for specialized resources.

4. As a result of these factors, special libraries should not be considered as resources in depth. In short, they do not comprise a substitute for a plan for reference resource development, but rather a reason for such development.

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Section 5. Library Service in the State Government

The survey staff sent questionnaires to sixteen agencies in the state government reported as operating a library. These included the three major libraries of the government, and thirteen departmental collections. The questionnaires were returned by thirteen agencies, and one agency reported that it did not maintain a library.

The three major libraries in the state government are the Library Commission, the State Law Library, and the Archives and History Library.

The West Virginia Library Commission maintains four collections. The headquarters collection, consisting of 38,509 volumes at the end of the 1964 fiscal year, is available for circulation to state government personnel for use in their work. The total volumes of the Library Commission collections are as follows:

TABLE XXV

WEST VIRGINIA LIBRARY COMMISSION		NUMBER OF VOLUMES
Headquarters Collection (library for libraries, which is also available for state government personnel for use in their jobs)		38,509
Traveling Library Collection (service to public libraries through bulk loans and rotating collections)		40,253
Regional Collection (service to regional programs)		247,461
"Flying Book Express" Collection (direct service to areas with no public library service)		16,948
	TOTAL	343,171

The State Law Library is maintained by the Supreme Court of Appeals. This is the largest special subject library in the state. It is the oldest state supported library, established in 1867. The library reported 200,000 volumes. This library, directed by an attorney, employs four full-time staff members.

The Department of Archives and History maintains a reference and research library. The library reported an estimated 150,000 items. The department was created in 1905 to collect and preserve all valuable books, documents, pamphlets, etc., that relate to the history and formation of the state. This includes the Acts and Journals of Virginia and West Virginia, books by and about West Virginians, newspapers, reports of departments of state, and all material printed at state expense. The library is open to everyone, but does not circulate materials to individuals. Interlibrary loans are extended if the library has more than one copy of the requested material. The library staff includes a full-time professional librarian.

In addition to these three major libraries, a number of state agencies maintain separate collections. Thirteen such libraries were reported to the survey staff. Ten of these returned the questionnaire, one other agency reported that it did not actually maintain a library.

Of the libraries reporting, only one is headed by a professional librarian. In this case, the person's primary responsibility is in another area, and the professional library is a side project.

Selected statistics for these libraries in the state government are as follows:

TABLE XXVI

LIBRARIES WITHIN STATE GOVERNMENTAL AGENCIES

TOTAL VOLUMES IN COLLECTION	NUMBER OF LIBRARIES
2,000 or more	1
1,000 to 1,999	3
500 to 999	4
fewer than 500	2
VOLUMES ADDED TO COLLECTION IN 1964	**NUMBER OF LIBRARIES**
400 or more	1
200 to 399	1
100 to 199	1
fewer than 100	5
no data	2
NUMBER OF PERIODICAL SUBSCRIPTIONS	**NUMBER OF LIBRARIES**
50 to 100	4
25 to 49	2
5 to 24	1
none	1
no report	2
NUMBER OF STAFF (EQUIVALENT OF FULL-TIME)	**NUMBER OF LIBRARIES**
2 or more	2
1	4
0	4

These small collections in the state government are primarily for use by the staff members of the particular agency in which the library is located. Seven of the libraries do allow persons outside the agency to consult the materials in the collection. Such use is not widespread, however, due to the specialized subject matter in the collections.

Only one of the libraries reported loaning any of its materials through interlibrary loan during 1964. Four libraries reported borrowing materials during the same period of time. Five libraries reported that they have asked reference questions of the Library Commission.

An appropriate function for the staff of the Library Commission would be to tie these libraries, and others which may come into existence, together into a loose system staff. The object would be to improve the services given in the departmental libraries as well as to insure that the Commission's central collection of books and services is used to best advantage as a resource for all of state government. Services which the Commission staff might supply should include central acquisition and "processing" (cataloging, classification and marking for identification), storage of older materials so as to allow the departmental libraries to concentrate their energies on current materials only, provision of specialized reference services and maintenance of certain materials in microform.

While it may be desirable in the long run to form these agency libraries into an administrative system in order to achieve maximum effectiveness, in the short run, the aim should be to set up a system of services upon which all agencies may call as need arises. Financing a consolidated system of libraries which would serve many agencies would present many problems which should be approached gradually and only after a period of trial with a system of services.

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Section 6. Institutional Libraries

In Chapter III of this report, it is recommended that the Library Commission work with the State's institutional libraries. The National Inventory of Library Needs: 1965, referred to in the section concerning college and university libraries, reports on institutional libraries.[18]

The American Correctional Association and the American Library Association have formulated the following standards for correctional institution libraries.

1. Staff: for an average population of over 150, the institution should have a library with one professional and one non-professional staff member for the first 1,000 inmates. For each additional 1,000 inmates, there should be one additional professional and one non-professional staff member, not including inmate clerical help.
2. Collection: 10 books per inmate.
3. Annual expenditure for library materials: $6.93 per inmate. (This is the total annual expenditure needed to provide one book annually for each inmate plus allowance for other types of library materials.)

4. Annual expenditure for salaries: $6,000 annually for each professional, and $5,000 for each non-professional position.
5. Total annual operating expenditures: $20 per inmate.

The data reported above are from figures supplied for the national inventory. Because of the incomplete returns, the following statement by the authors should be emphasized with regard to West Virginia.

The authors state: "Since complete returns were received from only a few states, reported resources should be considered minimal. In addition, the amounts reported were frequently given in the form of estimates, and therefore are approximations."[19]

Even when these qualifying factors are considered, however, it is apparent that the state's institutional libraries are presently inadequate. Only through a state-wide program can these libraries develop adequately.

The total adult inmate population of the state's correctional institutions is 1,861. There were 1,000 volumes reported (while 18,610 are needed). No expenditures were reported for library materials, salaries, or for total operations. In order to meet minimum levels of adequacy, the institutions will need to spend annually $12,897 for library materials ($6.93 per inmate); $33,000 for salaries; and $37,220 for operating expenditures ($20 per inmate).

NOTES

CHAPTER II

Section 1.

[1] Joseph L. Wheeler and Herbert Goldhor, Practical Administration of Public Libraries (New York: Harper, 1962).

[2] American Library Association, Public Library Service: A Guide to Evaluation with Minimum Standards (Chicago: A.L.A., 1956); and Public Library Association, Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service (Chicago: A.L.A., 1962).

[3] This number includes the five county libraries in Alpha Region, here considered as separate county units rather than as branches of a regional library.

[4] Population total includes that part of Huntington City in Wayne County, which is served by the Huntington Public Library.

Section 2.

[5] Standards for School Library Programs, American Library Association, 1960, pp. 14 and 15.

[6] School Laws of West Virginia (Reprinted from Michie's West Virginia Code of 1961 and 1965 Cumulative Supplement), The Michie Company, Charlottesville, Virginia, 1965, p. 36.

[7] Standards for School Library Programs, Chicago, American Library Association, 1960.

[8] Policies and Criteria for the Approval of Secondary Schools, Criterion V: The Library and Instructional Material and Equipment.

[9] Secondary Schools: Standards for Classification, 1957. Standards for the Accreditation of Undergraduate Teacher Preparation Programs in West Virginia. West Virginia Library Manual for Junior and Senior High Schools, 1949.

NOTES (Continued)

[10] Reported in a conversation with Miss Virginia Dober, Supervisor, Library Services, West Virginia Department of Education, and confirmed by a memorandum to that effect.

[11] Richard L. Darling, Public School Library Statistics; 1962-63, U.S. Office of Education, 1964.

Section 3.

[12] Reported on the Office of Education Form No. 2039 (Rev. 7/64) "Survey of College and University Libraries, 1963-64."

[13] Theodore Samore, "Inventory of Academic Library Resources and Services: Needs and Prospects," National Inventory of Library Needs: 1965.

[14] These assumptions are arbitrary. They are also conservative when used to judge university libraries.

[15] *Ibid*.

[16] American Library Association, A.L.A. Standards for College Libraries, (Chicago: ACRL, 1959). A.L.A. Standards for Junior College Libraries (Chicago: ACRL, 1960).

[17] This figure is based on $9.00 per volume used in the Inventory as the total cost of buying and processing the new volumes and putting them on the shelf for circulation.

Section 6.

[18] "Inventory of Library Resources in Correctional Institutions," compiled by the American Correctional Association and the Association of Hospital and Institutional Libraries, National Inventory of Library Needs: 1965.

[19] *Ibid*., p. 65.

CHAPTER III

THE LIBRARY COMMISSION

It is apparent to the analytical observer that the states which have well developed public libraries also have strong state library agencies. Good library service to the residents of a state, in other words, is not a result solely of ability to pay even where local initiative is exercised; it is partly also a result of state leadership. Recognizing this relationship, the American Library Association's Association of State Libraries adopted Standards for Library Functions at the State Level[1] in 1963, following an intensive study of various agencies in all the states.

These standards have been endorsed by the executive boards of the American Association for State and Local History, the American Association of Law Libraries, the National Legislative Conference and the Society of American Archivists.

It is fortunate that these standards have so recently been formulated. West Virginia's performance may thus be weighed against the informed judgment of a group of outstanding practitioners while their thoughts are still quite fresh.

The Standards identify the three broad areas of state library service as; first, planning and implementing the development of the total subject and reference resources of the state; second, providing direct library service to the various agencies of state government; and, third, offering consultative services to persons or groups over the state interested in the development of library services. In West Virginia, a fourth area of responsibility--provision of direct library service to certain areas because of their special economic condition--should be mentioned, here, though it is fully discussed elsewhere in this report.

SUBJECT AND REFERENCE RESOURCES:

> The adequacy of library resources in a state is not determined solely or even primarily by the collections in government agencies, important as these are. The affairs of state are obviously complex and bear upon the whole range of contemporary life. The informational resources needed in the conduct of public affairs range from the obscure historical document of some event in the past of the state, to the newest research findings in scientific laboratories.[2]

One of the theses of this section of the Standards is that decisions reached by officials and employees of the state government as well as by individual citizens will be most effective when based upon solid information. There are many sources of information, but only libraries are dependent neither upon commercial success nor upon the advancement of a particular cause. The comprehensive development of inclusive sources of impartial information should be placed, then, in the hands of a cadre of persons skilled in the task and adequately supported. These persons may build not just a single collection of materials, but also a network or plan into which various collections may be tied and from which each person may draw as he needs to do so. In view of the great diversity of sources of information and the rapidly increased flow of events to which information supply is important this overall system concept is vital.

LIBRARY SERVICES FOR STATE GOVERNMENT:

> Relevant information and recorded knowledge must be continually brought to bear on the affairs of government. Lacking such facilities, everyone from the chief executive to the individual civil service worker acts in at least partial ignorance. With such facilities, the legislator knows the facts in the case, the judge traces the law that applies, the department chief is informed on the issues before him.[3]

The Standards recommend both that the state library agency exercise leadership in the development of a program for the collection of research resources and that it operate an active library service for all government agencies. These two activities should insure the collection and organization for use of trade books, periodicals, newspapers and reference works as well as federal, state and local government publications and legal materials. In addition, the agency will need state and local historical materials, materials for visually handicapped, audio-visual items and the bibliographic tools required to make best use of such collections and to give good, rapid service. The Standards also recommend that each state establish or maintain an archival depository so that the records of both state and local government may be kept permanently available.

It is recommended in another section of this report that much of the actual responsibility of the collection, organization and means of dissemination of specialized reference material be developed cooperatively with West Virginia University. However, much responsibility will still rest with the Library Commission. The state's governmental agencies in Charleston are generally without day to day library service. It will normally be satisfactory for a state employee engaged in a piece of staff work to wait a short period of time for a book or periodical article to be sent to him from Morgantown in order to get esoteric information. It is by no means satisfactory to have delays and temporary "holding" actions (or poor decisions) occur as a result of an agency's not having had necessary current information quickly available. It is reasonable at this time that the central state library agency (the Library Commission) propose and carry through the establishment of a reference library, with branches if required, to give day to day service to all state agencies in Charleston. In view of the present need for information at the state government level, this matter is urgent. As the state enters into new areas where there are no traditions to fall back on (the economic opportunity programs, for example) an effective source of current information is becoming critical.

THE STATE AND STATE-WIDE LIBRARY DEVELOPMENT:

> Adults, young people, and children need library resources immediately at hand. American communities have long recognized this, and maintain public and school libraries for that purpose. These might be thought of as arms of library service. The arms carry only a part of total resources, and should be connected with a body of state-wide resources for full strength and effectiveness.

* * *

> All states now provide some guidance and service for local libraries in such forms as consultation and interlibrary lending service. This represents a beginning, a willingness on the part of the state agencies to assist localities if requested to do so. Some states go further and assist local libraries financially: school libraries through general school aid, and public libraries in direct state aid. Only a few states have sought to play their full role of promoting state-wide library programs and maintaining standards in the several types of libraries.[4]

The activities which are essential to the full acceptance of planning library services for a state in the several types of libraries are many. The reviewing of statutes, gathering and publication of statistics, development of state-wide plans and the establishment of standards of performance for libraries are only a few examples.

The West Virginia Library Commission has been active in this area of library development throughout its history. It has a current plan for regional public library development. It has a field staff through which it offers advice to local public libraries and a collection of materials from which it offers interlibrary lending services. The Commission collects and publishes public library statistics and performs a variety of other activities designed to stimulate local library development.

The limitations on the effectiveness of the Library Commission's work are several. First, as with most other similar agencies, its work has been almost exclusively with public libraries. Second, the level of financing has been quite low. Third, the Commission suffers from the chronic and worsening national shortage of qualified library personnel.

The work of the Library Commission's staff seems often unrewarding. The task of persuading the elected officials of dozens of local governments to support a voluntary institution (the public library) is always complex. In economic conditions such as those which exist in many parts of West Virginia, the task is less rewarding than in some other states. Library boards and citizen groups typically meet at night or on a week-end, in the interest of the members. To the field worker, this only means that the daylight hours are used for travel and evening hours for meetings.

Salaries paid for these positions, in West Virginia and elsewhere, are often lower than those for positions in city public libraries requiring similar education and experience.

No entirely accurate count of vacant positions in the nation for qualified librarians exists, but it far exceeds the number of qualified persons. Thus, it takes physical stamina, a disregard for family life and sufficient dedication to permit one to accept a lower salary to serve as a field worker in a state library agency, generally. West Virginia is no exception.

The limitations resulting from staff shortages will be lifted only if salaries and working conditions are made competitive not just with other state library agencies, but with the best libraries everywhere, public, academic and special.

DIRECT LIBRARY SERVICE:

Standard number 28:

> Some circumstances, such as very sparse population and low economic base in specific local areas, may lead the state to provide direct library service.[5]

No resident should be cut off entirely from a source of information and general reading matter of a level and quality which he is able to appreciate.

A very large part of West Virginia has both sparse population and low economic base such that it can neither support a variety of commercial sources of information and reading matter nor a library organization of reasonable quality. Consequently, in the interest of equalizing educational opportunity, it is incumbent on the Library Commission to offer services directly to many residents. This service, as indicated elsewhere, should at first place primary emphasis on supplying books suited to as large a percentage of the population as possible. No group should be intentionally set aside as not able to profit from the use of books. The range should extend from picture books for the illiterate to technical books for those persons who need them. There should not be a distinction drawn between the reflective reading of fiction and the purposive reading we sometimes associate with "self-improvement." For the person living in an area which has never had a copious supply of books, such distinctions are without meaning.

What is proposed here is not an unselective program of supplying whatever books may come to hand. Rather, the intention is that the usual processes of book selection will be thoroughly and constantly examined to insure that the decisions as to what books to supply are made in relation to the people who might benefit from reading of any kind. Book selection policies, in short, should be determined from an examination of the social, educational and cultural characteristics of the audiences, potential and actual, to be served.

The selection policies should be suited to as small an area as is reasonably possible. That is, the characteristics of the particular audiences should be pinpointed as closely as possible.

Materials to serve certain groups in the population may not now exist in great quantity. Especially, it is difficult to find books which discuss topics of interest to adults in language suited to the person with limited reading skill. Because of the current national interest in this matter, however, some such items are now being developed. In a very significant way, West Virginia may have an influence on this problem by assisting in the identification and specification of the lack of materials.

PLANNING, EXECUTION AND EVALUATION:

All of the four activities set forth for the state library agency require planning, execution and evaluation. In planning is involved the forecasting of future need and the development of estimates of space, materials and personnel required to meet those needs. Execution of the planned activity includes outlining the organization, describing positions, locating personnel of the required types, identifying the space and facilities needed and assembling them while setting up the means of continuous coordination of all these elements. Especially where the program has effect upon the general public or other organizations, the writing of rules and regulations to insure consistent decision-making will be important. Evaluation consists of measuring progress and begins in the developmental phase, not at the terminal phase. True evaluation of a program is essential to progress and can be accomplished only when provision is made for the collection of information required for the evaluative phase at the onset of the program. Thus, these three--planning, execution and evaluation are inextricable and the capacity to carry through on each must be provided for in some way for each program. The actual process of evaluation may sometimes be provided for by contract with outside agencies or by the hiring of temporary personnel. However, the Library Commission is the legal body and responsibility for evaluation of its programs rests with it.

In respect to the four main activities of the Commission, described above, these three main responsibilities might be charted as follows:

GENERAL RESPONSIBILITIES OF THE WEST VIRGINIA LIBRARY COMMISSION

	PLANNING	EXECUTION	EVALUATION
LIBRARY SERVICES FOR STATE GOVERNMENT	The Library Commission should take primary responsibility, but must work with other government agencies. Little is being done at present.	The Commission will serve some agencies directly, offer assistance and advice for others. Capacity to perform this responsibility is now very limited.	The Commission will be solely responsible for evaluating services it gives directly; it may advise other agencies as the opportunity occurs.
STATE-WIDE LIBRARY DEVELOPMENT	The Library Commission currently has, and is exercising authority in the public library aspect of this area. The varieties of institutions advised should be expanded considerably.	The Commission now carries major responsibility. Citizen and professional groups may aid in the execution of plans.	The Commission has and is exercising authority here.
DIRECT LIBRARY SERVICE TO SELECTED AREAS	The Library Commission has begun a program in this area. Plans are under way for its extension.	The Commission has primary responsibility, but will work with local community leaders, Appalachian Centers and other means of reaching individuals.	The Commission has primary responsibility, but will wish to work with experts in various areas (for example, sociologists and reading experts).
SPECIAL SUBJECT MATTER AND RESEARCH RESOURCE DEVELOPMENT	Responsibility may be assigned to West Virginia University and a representative board appointed by the Commission.* General supervision by the Library Commission.	The Library Commission may exercise only general oversight through contractual arrangement. A small scale program is now in effect.	Responsibility to be shared with West Virginia University and a representative board. Final responsibility to rest with the Commission.

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*For recommended make-up of this Board, see Chapter IV.

ORGANIZATION:

> The state library or state library agencies should be so placed in the structure of government that they have the authority and status to discharge their responsibilities.[6]

The West Virginia Library Commission is an independent agency in an age of centralization. Whether or not it remains independent or is made a part of another agency, the functions sketched out here should be performed. Thus, if a change in organization is to be considered, the primary consideration should be the program and not the agency. Professional opinion, as set forth in the Standards is that, "State library functions are best constituted as a separate agency of state government, directly responsible to the executive and legislative branches of government." However, the Standards continue;

> The organization of state government sometimes calls for the combining of more or less related activities within a comprehensive department, which may result in placing of library agencies in a more inclusive division, such as a department of education. This in itself does not necessarily restrict the library program. But if this organization prevails, library agencies should have the stature and autonomy to achieve their distinctive functions and to bring libraries up to standard.[7]

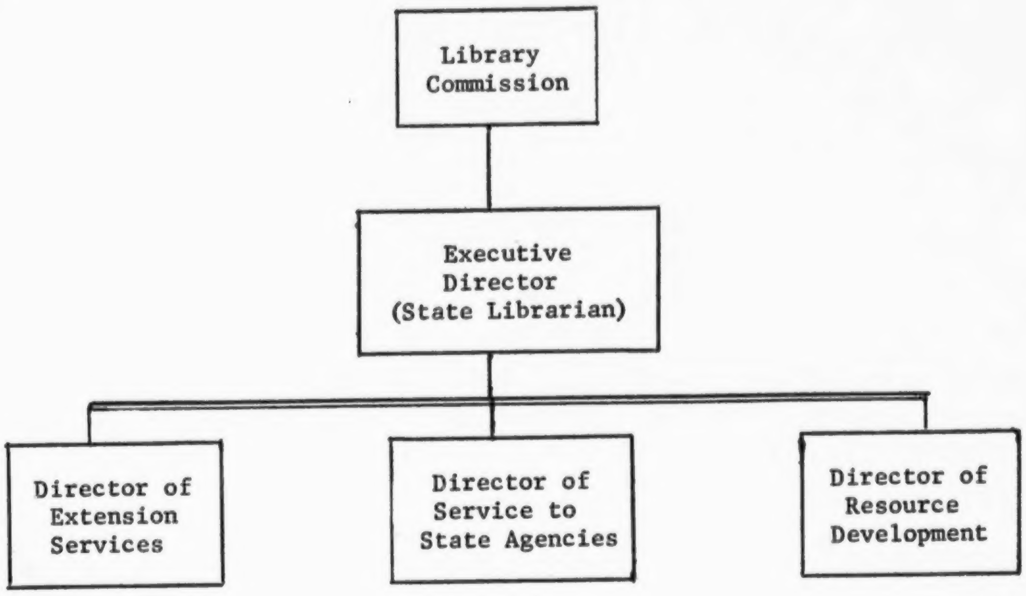
In short, if the Library Commission is combined with another agency, the changed statute should be most carefully worded to provide both assurance that the program will be carried out and that latitude in the performance of library responsibilities is provided.

SUMMARY AND RECOMMENDATIONS:

The West Virginia Library Commission has been primarily concerned with state-wide planning and direct service for public libraries. Its accomplishments, considering its relatively short history and low level of financing, have been considerable. However, the time has come, in view of the great need for all types of information services, for the Commission's responsibilities to be extended. This extension should increase both its ability to deal with the matter with which it has been concerned in the past and with several other major areas of activity. The following are some recommendations which are aimed at increasing the Commission's capacity to do those things:

1. The Commission's staff organization and size should be expanded to enable it to:
    a. Take some significant part in the development of reference resources for the whole state.
    b. Assist in the creation of an atmosphere favorable to the development of library services.
    c. Give advice and assistance to state government agencies and institutions such as hospitals and prisons, as well as to public libraries and persons interested in them.
    d. Offer an increased level of service to selected areas where public libraries have not been created or which probably cannot reach reasonable levels of financing.
    e. Offer improved and expanded information services to state agencies.
    f. Participate in the development of the Appalachian Center concept of West Virginia University.

It will be necessary to maintain a balance among the four main activities recommended for the Commission. If these activities are taken up, a considerably increased organization will be required. The present staff is almost wholly concerned with advisory services, planning for public libraries, and, most recently, with direct service to certain areas. As a consequence of increased staff and of the urgent need for balance in the aims of the Commission, the following organization is recommended:


Library Commission
Executive Director (State Librarian)
Director of Extension Services
Director of Service to State Agencies
Director of Resource Development

2. The Commission should enlarge its central collection of books and the staff which gives library services from it so as to permit the improvement of information services to other state agencies and increase interlibrary loan activities.
3. The Commission should appoint an advisory board on reference resource development and enter into negotiations with officials of West Virginia University with respect to developing the means for rapid supply of reference materials for the state. This plan should embrace academic, public, governmental and industrial libraries so far as can be arranged.

NOTES

CHAPTER III

THE LIBRARY COMMISSION

[1] American Library Association, Chicago, 1963, 37 pages.

[2] *Ibid.*, p. 6.

[3] *Ibid.*, p. 12.

[4] *Ibid.*, pp. 15-16.

[5] *Ibid.*, p. 19.

[6] *Ibid.*, p. 25.

[7] *Loc. cit.*

CHAPTER IV

OUTLINE OF STATE SYSTEM OF LIBRARY SERVICES

The present conditions of library service in West Virginia are far below acceptable standards, as has been seen. The State's interest in this problem rests on three responsibilities: first, equalization of opportunity to insure that each resident of the State has the ready access to reading materials and the information he needs in forms he can use; second, to carry out its charge to foster education; and, third to provide a means by which business and industry may have access to an information network so that the industrial "climate" may be improved.

The facts regarding the current situation suggest direct state action and state financial aid of several kinds:

1. Some counties will never be able to support libraries of reasonable standard. These areas must be served directly by the State. Token local financial effort may come from some of these areas, but even there the primary effort must come from the state government.
2. Any community which has the capacity to establish its own library and to support it so as to give a good quality of service should be aided in this effort.
3. Certain reference and research materials and services regularly needed in the conduct of many businesses and occasionally needed by an individual having no institutional library to serve him, should be provided through

state grants, but building on existing strong libraries in the interest of economy.

4. Leadership in all of these directions must come from the state. The capacity of the Library Commission staff to exert this leadership must be increased or any efforts to provide library service will fail to achieve maximum effectiveness.

In this chapter, an outline of action on the first three items, above, will be presented. The effort here is to recommend several interim steps which should be subject to continuous review.

The steps set forth are designed to provide a relatively quick solution to the problems of limited public library development and the very uneven accessibility of reading matter of quality. At the same time, they are aimed at creating a state-wide system of libraries flexible so as to permit adaptation and change to meet future circumstances. The state-wide system concept is a central feature of the best library planning of the past decade. It permits local initiative to operate to a maximum while insuring that persons in areas where initiative and money are lacking have some library service immediately. The system of libraries, furthermore, provides for the most efficient use of funds in that it concentrates collecting of certain types of materials and provision of special staff services in a few places, yet makes both readily available.

DIRECT SERVICE:

The Library Commission should assume responsibility for providing direct library service, consisting primarily and directly of making books readily accessible to all residents of West Virginia and secondarily, and sometimes indirectly, of providing basic reference services. The following means of administration are recommended:

A. Direct book services and minimum reference services by mobile and/or stationary outlets to all persons in counties where the median family income is below $5,000. No financial requirement should be made of the local governments concerned. These counties may be served:

   1. Through staff and facilities provided by the Library Commission in Charleston or at decentralized regional centers where practicable, or

   2. By contract between the Commission and a local public library which meets standards and which is willing to assume the responsibility. In this event, the service must be subject to supervision through periodic inspection by the Commission. Payment to a contracting library should cover all costs, direct service and overhead expenses.

B. In counties which fall into the category above, communities may decide to establish and/or maintain independent libraries. This activity should be encouraged through reimbursement, where the Commission deems it in the interest of library service, of all local funds spent for books up to a maximum of $.25 per person in the primary service area for further purchase of books. Some regulation of the types of books or the methods of selection will be desirable. However, direct aid should be given to the board of such a library only when they show that the library meets all or most of the following standards, or submit a plan to show how the standards are to be met:

1. Minimum annual operating expenditure: $1,000.
2. Hours of opening: 15 per week.
   5 days per week.
3. Recently published books acquired: 200 per year.
4. Governed by publicly appointed board.
5. Board must agree to oversight by the Library Commission and to encourage its staff to attend state-sponsored training programs.
6. The library must be open to free use by all residents of the county.

INDIRECT SERVICES AND GRANTS-IN-AID:

In counties where median family income exceeds $5,000, the tradition of local initiative and primary local support appear to be a reasonable concept. In these areas, the State's effort should take the form of:

A. Traditional programs of advice, education and persuasion.
B. Provision of grants of up to $.50 per capita for persons in the immediate service area to libraries which meet, or demonstrate to the satisfaction of the Library Commission that they plan to meet, the following standards:
   1. Per capita expenditure annually of $1.00 and/or a minimum annual operating expenditure of $25,000, whichever is greater.
   2. Hours of opening: 40 per week; 6 days per week.
   3. New books purchased: 500 per year.

4. Direction by a professional librarian or participation in a federation of libraries which is directed by a professional librarian.
5. Governed by a publicly appointed board.
6. Agree to send its head librarian to four meetings each year called by the Library Commission and to encourage its other staff members to attend state-sponsored training programs.
7. Agree to furnish a plan for use of the state funds.

A schedule of state aid should be worked out which will encourage appropriations by the local government. The following scale is reasonable in the light of economic conditions in certain parts of the state:

a. For each 50 cents state aid - \$1.00 per capita of local funds.
b. For each 60 cents state aid - \$1.25 per capita of local funds.
c. For each 70 cents state aid - \$1.50 per capita of local funds.
d. For each 75 cents state aid - \$2.00 per capita of local funds.

The State will have to depend on these communities to develop and maintain libraries which can carry part of the load of giving advice and assistance to small libraries. Some of the libraries in this category will have to carry, by contract, some of the load of serving nearby counties in the "below \$5,000" category.

If a county having median family income less than \$5,000 wishes to establish and maintain its own library to serve the whole county, it should be able to qualify for state funds in the same manner as those in the "over \$5,000" category. Any such library should be required to meet standards approximating those listed under "Indirect Services and Grants-In-Aid," above.

IN-DEPTH REFERENCE RESOURCES:

In many states where there are several quite large metropolitan areas, each separated from the other by some distance, it is practical to think of several major libraries, each performing part of the highest level of reference library function for parts of the state. In view of West Virginia's rather small population and tax base, and the recent development of information retrieval and rapid communication systems, serious consideration may be given to expanding one existing strong facility rather than building virtually a new agency for this broad function.

The West Virginia University already has the largest library staff and most inclusive collection, both as to subjects included and depth of coverage, in the State. Providing that it is fully agreeable to the top administration of both the state government in Charleston and of the University, provision of in-depth reference resources by the University Library has advantages. As the University's Appalachian Centers develop, the staffs there will need to have access both to their own libraries for day-to-day information supply and to a larger, deeper source. Thus, the University Library will be called upon naturally from these centers. A network of rapid transmission of information should result. It will be to the maximum benefit all around if this network can be extended so that public libraries and the academic and special libraries may call upon it for special subject resources. Such an effort will be a major undertaking. It will require not just a spirit of cooperation, but a willingness to employ staff for and assign resources to the system. Duplication of titles and extensive use of various mechanical devices far beyond the normal needs of the University will be required. Close coordination between the University Library's and Library Commission's staffs will be absolutely necessary.

The state government's responsibilities, if such an arrangement can be worked out, would include:

1. Cooperation with, and possible assistance of financing of, Appalachian Center libraries.
2. Appointment by the Library Commission of an advisory board to represent the various groups and institutions having interests in the supply of information, including academic institutions, industry and the public.
3. Periodic monitoring of the system to insure that it is operating effectively.

On the part of the University, responsibilities would include:

1. Willingness to expand the present interlibrary loan arrangement with the Commission.
2. Duplication of titles and development of transmission facilities so as to be able to give prompt service to the expected considerable increase in demand.
3. Continuing development of book catalogs and other printed lists for deposit in Appalachian Center libraries, the Commission libraries, the larger public libraries, and other academic libraries.
4. Extension of similar rapid means of furnishing information to business, industry and government through "special" libraries.

Both parties, furthermore, will have to be willing to seek the advice of a representative coordinating board such as the one described in the chapter on the Library Commission.

BOOK SELECTION:

The development of the purposive reader, as contrasted with the recreational or reflective reader, is a mark of this complex industrial civilization. Some West Virginians have had no reason to become either purposive or reflective readers.

The history of many parts of West Virginia is such as to have placed little emphasis on reading. Present economic and social conditions tend to make it difficult for many residents of the State to get reading material of what many people think of as good quality. Many West Virginians, in short, have neither the inner drive nor the access to books which makes readers of people. Of purposive or reflective readers, then, there are few in the areas for which direct service by the state has been recommended.

Still, the residents of those areas would benefit from almost any reading. The transference of ideas into words and sentences is an important exercise in the manipulation of abstractions. That ability to deal in the abstract is important in the development of imagination and ambition. It is essential to imagining oneself in circumstances other than those which are visible and tangible.

Selection policies and procedures which are developed with this background and from a direct and detailed knowledge of the residents of a particular community may be quite different from those ordinarily in use. For this reason, the Library Commission should contract with some individual or agency (quite possibly at one of the academic institutions) to recommend standards of selection for each area served. These standards very likely will vary from area to area. They may also call for materials which do not exist or which are in short supply. The national attention which is being focussed on such problems, however, suggests that they will come into existence. West

Virginia may do itself and other areas a considerable favor by experimenting with this method of establishing book selection standards.

"BOOK EXPOSURE" PROGRAMS:

As opportunities continue to develop, the Library Commission staff will find opportunities to press books upon a book-poor culture. Reading contests with books as prizes (at least one to every contestant), book discussion programs for various groups including children, perhaps even a form of "trading stamps" given for returning books on time, with books as premiums could be evolved.

The use of printed book lists and direct mail advertising techniques present another line of action. If community leaders and persons in charge of small libraries can be persuaded to cooperate, brief lists of current books could be mailed to them for display in various ways. If the items on the lists were numbered and a supply of postcards pre-addressed made available, one more avenue would be opened. Book lists of this type should be "selling" documents. They should be physically attractive, contain "blurbs" and, perhaps, even be illustrated.

The recommendations for direct state action and for contracting with local libraries to give local service to areas with low median family income will promote the development of systems of libraries if properly administered. First, the Library Commission headquarters library and staff will furnish the advantages of the large, professionally directed system for those areas it serves directly. Second, the contracting library (Huntington, for example) will furnish these advantages for those counties to which it gives direct service. The act of contracting for service, between the state and a single local library, further, will de-emphasize the problems of dealing with many local governments. This concept, further, would permit the formation of whatever geographic unit was most practicable. There is also the possibility that counties could be shifted from one type of service to another. That is, the Library Commission could serve a county directly until a local library meeting standards were interested in performing that service. Then, providing a level of service could be agreed upon, the county served could be transferred from one system to another without suffering any change in level or type of service.

CHAPTER V

PERSONNEL

Behind the failure of West Virginia's public libraries to keep pace with the times is not economic distress alone; there is also the lack of conviction about the place of library services on the part of the state's leaders. Economic problems will explain away the low estate of libraries only in some parts of the state; where there is a lack in leadership, economic ability is an academic matter.

Both the general low level of support of public libraries and the relatively large number of community libraries operated by women's clubs or other private associations suggests a failure in understanding as to the proper responsibility of government with respect to library organization and support. In some places, this lack of understanding is surely on the part of government officials; just as surely, it is on the part of trustees in other places. These factors all suggest need for vigorous action by the Library Commission and the West Virginia Library Association. Any substantial improvement in library services will have to begin with a favorable attitude on the part of government officials and with conviction, energy and determination to change the situation on the part of trustees. There will, of course, be need for skilled and devoted librarians. Professional librarians, however, cannot change the picture alone.

PUBLIC OFFICIALS:

Elected officials in any local government face many problems, all of which compete for their time. These people will be, of course, very important in activating any program such as the one proposed in this report. Therefore, whatever the problems involved, it is essential to instruct public officials as to the need for making books and information readily available in all parts of the state.

Various devices may be used to focus the attention of government officials on library matters. Programs for them must be short, informative and intermittent rather than continuous. To a large extent, attitudes of government officials toward libraries are established by local library trustees and librarians. Thus, occasional programs designed for the latter may profitably begin or end with segments involving elected officials. A training program for trustees, for example, may end with a dinner meeting to which local officials may be invited to hear an outstanding speaker. Training sessions for librarians may be the subject of a special report to local officials on attendance by the local librarian and what significance the session had for the home area.

These two examples are cited because they might contribute to a process of opening up channels of communication between libraries and public officials. Boards of Trustees and local librarians will help to create a climate of understanding if they will use all possible means of reporting their stewardship to government officials.

TRUSTEES:

Programs of instruction for trustees should be put on regularly and at a sufficient number of locations throughout the state so that attendance is made as easy as possible. Rewards for attendance, perhaps in the form of books to be given to the attending trustee's library, might be appropriate. The Appalachian Centers appear to be logical places to hold trustee training programs both because of their locations and their stated purpose to disseminate information on many topics of use and interest to the citizen. Other academic institutions are equally appropriate places and might be interested in sponsoring or planning institutes for trustees. It will not be wise or necessary to make each workshop a duplicate of others in subject content. However, there are some topics which are obviously of concern here. A few are listed below:

1. Purpose and functions of library service.
2. Responsibilities of trustees.
3. Governmental relationships.
4. Group leadership techniques.
5. Public reporting.

The Library Commission or the Library Association will wish to oversee the planning of whatever institutes are offered. Such interest is necessary. However, at least one program participant in any trustee institute should be a person acquainted with sociology, community study techniques, group dynamics or other special area of study outside librarianship itself. Here is the particular usefulness of gaining the active interest and cooperation of the staffs of the Appalachian Centers and other educational institutions.

The Commission staff and the Library Association are not at present able to devote the time and energy required to this business of inspiring trustees. Contracts with other agencies, particularly the extension staffs of educational institutions, may offer opportunities to gain this time from other sources. An orientation program or extension course which could be furnished to new trustees through the mail might be developed on contract and used to open a line of communication to new appointees as soon as word is received of their appointment. Every opportunity to involve trustees in programs designed for them should be taken by the Association. Typically and understandably, it is difficult to draw any large number of trustees to meetings designed primarily for librarians. Either a separate communication device or a section of an existing newsletter or journal might be devoted to trustee news. Developing a handbook for trustees might be a good committee assignment within the Association. Time, energy and imagination must be expended on this problem of making missionaries of trustees.

LIBRARY STAFF:

The "Interim Standards for Small Public Libraries" recommend that a library should have one staff member (full-time or equivalent) for each 2,500 people in the service area. State standards vary considerably on this matter of the ratio of library staff to population. The Virginia State Library Board requires that the ratio be one staff member to each 5,000 persons (for populations of less than 90,000) or 1 to 4,000 (for populations of over 90,000). Maryland standards, on the other extreme, recommend 1 to 2,400 or 3,000. In West Virginia, the range of persons served per library staff member is from 1.911 to 26,429 with a median of 8,580. The condition of the economy and the characteristics of libraries in the state, furthermore, suggest strongly that trained and experienced librarians will not migrate in great numbers into the state. As noted in Chapter II, West Virginia's libraries are predominantly small in all respects, have quite limited incomes and pay their librarians quite poorly.

Only three public libraries in West Virginia meet the standards established by the profession for size of staff. All of those, incidentally, are in small towns. None hires a trained librarian.

Apart from the number of library staff members now employed in the state, there is the matter of the desired qualifications of such staff. To make best use of funds expended in libraries, there should be direction at certain levels of organization by persons who have detailed knowledge of the book trade, who know how to organize collections of library materials so as to gain maximum utility, who are adept at assisting people in locating and interpreting information and who are skilled in other aspects of library service and management. To operate without such direction is to operate inefficiently.

The large numbers of professional librarians and other library staff members required suggests a re-examination of the whole problem of staffing. As noted above, it is improbable that a program of recruitment of librarians from other areas of the country would be profitable. It also would likely not be wise. An alternative course of action aimed at efficient use of personnel would include:

1. Establishment of standards for positions classified as professional librarian such that fewer such positions may be required than under other circumstances.
2. Inauguration of a program of training of persons with good basic education who may occupy "middle-level positions" between clerical and professional as those terms are usually defined.
3. Establishment of a means of recruiting and sending to library schools in other states persons whose roots are in West Virginia and who would profit by a year of graduate library education.
4. Analysis of the requirements of education and/or training for various classes of positions as a basis for certifying personnel and the establishment of a certification program.

Deciding upon a basis for certification of public library personnel first may assist in making clear what other actions may be required to gain for West Virginia a sufficient number of properly qualified persons to make a satisfactory library program possible. Below is a suggested three-classification system which is designed to establish basic definitions only and which does not attempt to include clerical positions:

1. Librarian. In this classification are to be included only positions whose occupants must make final decisions or recommend major policies in areas where faulty judgment would have serious and long-lasting consequences. Positions such as chief librarian in a library with a budget of $50,000 or more; assistant chief librarian and a few department heads in a library with a budget of $75,000 or more would be appropriate examples. Basic educational requirements should include graduation from college and a fifth-year graduate library school; experience requirements should include two or three years of responsible experience in a library of some size and capability for service.
2. Library Assistant. In this classification are to be included positions whose occupants operate libraries with budgets of less than $25,000 ordinarily in systems of libraries, or who are responsible for a segment of a larger library, less than a major division (such as technical services or reader services divisions). A person in this classification may make many decisions and occasionally recommend policy to a professional

librarian, or board of trustees, either directly within the library or indirectly within a system of libraries. Educational requirements may include college graduation and some training in library technical work. Probationary certification should be granted to inexperienced persons with full certification following two years of successful experience.

3. Library Aide. In this classification are to be included those positions whose occupants deal directly and constantly with one phase of library work requiring some training in library work, but demanding the exercise of judgment only occasionally. Close supervision of library aides by an assistant librarian or professional librarian will be normal. Thus, errors should be detected soon after commission and consequences reduced to a minimum. Education: graduation from high school. Library Aides may occasionally have sole charge of libraries with budgets of less than $10,000 or of branches of systems where close supervision is possible.

It is possible that a class of "Librarian Trainee" might be established. Such a class would provide a group of positions to be filled by persons recruited to attend graduate library school prior to and during such attendance, and for a period of perhaps two or three years of work in a supervised situation. Following such education and experience, the trainee could be certified as a Librarian. Maximum encouragement should be given to library assistants and library aides to take the steps necessary to move on to the higher ranks.

The certification program should be geared solely to an effort to insure maximum return on funds spent for public library service. It should not be permitted to become a means of limiting entry into library work. Certificates might be granted on several bases, such as:

1. Prior service of specified extent and nature.
2. Education or training.
3. Reciprocal agreement with other states.
4. Examination as a substitute for any of the above.

IN-SERVICE TRAINING:

There are many reasons to sponsor a wide variety of in-service training programs for library staff in West Virginia. At one level there are many persons, volunteer and paid staff and trustees, by whom regular instruction would be welcomed. They ask questions about all phases of library work and are eager for help. The effect of a limited staff of field representatives could be enhanced through the development of course outlines, the necessary printed aids and manuals for teachers. Such work, furthermore, could be carried out on contract under the general supervision of the Commission staff.

Courses might be varied as to content and level of coverage according to the persons in attendance. It would be important to make it as easy as possible for local persons to attend courses. Scheduling courses in a variety of locations and providing incentives, such as offering reimbursement of expenses and/or gifts of books to the local library for regular attendance are possible.

Free discussion should be a feature of at least some of the courses for local personnel. Reactions helpful in planning future courses of action will almost inevitably result. Thus, in-service training should be regarded as useful to the local library and also as a part of the evaluation process of the Library Commission's work.

A realistic program of in-service training will be continuous. Because of the number of topics which might be covered, the turnover of personnel, the several groups affected and the need for continuous renewal of knowledge and skill, there will be no end to the need for formal and informal instruction.

It will be highly desirable to offer opportunities for the staff of the Commission to keep their knowledge current and growing. Attendance at conferences and occasional leaves of absence to study in an academic atmosphere are two approaches. It should be pointed out that, while most of the Commission's advisory work and the operation of library reference function will be carried out by professional librarians, the Commission staff may include other specialists whose in-service training needs should be kept in mind.

GUIDES FOR ALLOCATING POSITIONS

CLASSIFICATION	BOOK SELECTION	INITIATIVE AND JUDGMENT	SUPERVISION EXERCISED	POLICY FORMATION OR INTERPRETATION	CONSEQUENCE OF ERROR	SUPERVISION RECEIVED
Librarian	Recommends selection policies, as to types of materials and subject areas to be covered, to board of directors. Implements policies by selecting books or approving selections made by other staff members.	Carries major responsibility for public contact and relations with press; develops staff manuals and procedures where they require professional skill and knowledge; makes many decisions on a variety of topics.	Delegates work to a staff of clerks and other librarians; evaluates their performance through personal oversight or through conference with middle-level supervision.	Recommends policies in all areas of library concern to board of directors. Interprets policies to staff and public and recommends changes where necessary.	Mistakes may lead to development of programs not suited to the service area, to failure to develop policies or to other problems requiring much effort to solve.	Operates under general over-sight usually of the board of directors or another librarian. Many actions are not subject to review except at long intervals and/or for special reasons.
Library Assistant	May select books, under supervision of a librarian, for a branch or a library having a collection of not more than 25,000 volumes. Will often use lists prepared by a librarian.	Deals with a wide variety of situations including frequent public contact. Relies on staff manuals or other directives wherever feasible. Requests advice freely of a supervisor when confronted with unusual or technical problems. Makes occasional decisions.	May run a small department of a large library or be responsible for a library with a budget of not more than $25,000. May supervise a small staff of paid or volunteer workers.	Carries out policy as set by board or supervisor. Requests advice freely on problems involving policy interpretation. Implements policies and may suggest changes.	Error may injure the library's public relations or temporarily delay program development.	Ordinarily, receives supervision frequently, but may operate rather independently for long periods of time. All actions and decisions are subject to review.
Library Aide	Selects books from lists prepared by librarians, or other standard guides. Selection is subject to close review.	Carries out policies, seeking advice frequently. Make suggested changes in procedure, but is not expected to develop new methods. Makes few decisions.	Excerises supervision seldom; then only over part-time clerks for short periods of time.	Is not expected to formulate or interpret policy, but will seek advice whenever required.	Consequence of mistakes is not ordinarily severe or long-lasting, except where public relations may be affected.	Receives close supervision as consistently as is possible. All work is subject to close inspection periodically.

CHAPTER VI

FINANCING THE PLAN

Section 1: Direct Services and Grants

Several programs are recommended in this report which would involve state financing of a share of library services. The proposals are modest by generally accepted standards for the provision of library services, but significantly higher than West Virginia's current expenditures. In addition, this report recommends that the responsibilities of the West Virginia Library Commission be expanded and that existing services be strengthened.

In this chapter, the costs of these programs will be estimated first and then suggestions will be made regarding phases in which it may be realistic to reach the maximum expenditure levels. Of course, conditions may very well change during the next several years. If so, the sums of money set forth here will have to be re-examined from time to time.

State Support Program	Maximum Annual Cost Under Present Conditions
A. Direct library service by Commission staff or through contract plus minimum grants. ($.50 per capita x 1,860,000 persons)	$ 930,000.
B. Supplementary book programs. ($.25 per capita x 1,162,866 persons)	290,000.
C. Grants in aid to libraries meeting local support standards (all calculations based on immediate service area).	
1. Local funds equal to $1.00 per capita but not more than $1.24. ($.25 x 40,372 persons)	10,000.

State Support Program (Continued)	Maximum Annual Cost Under Present Conditions
2. Local funds equal to $1.25 per capita but not more than $1.49. ($.60 x 299,357 persons)	$ 180,000.
3. Local funds equal to $1.50 per capita but not more than $1.99. ($.70 x 108,202 persons)	76,000.
4. Local funds equal to $2.00 per capita or more.	0.
D. Reference resource development. (estimate)	100,000.
Total Maximum	$1,586,000.

A gradual approach to financing these proposals is reasonable. First, each part of the program will have to be set up with necessary administrative support and means for evaluation. Second, the recruiting of personnel and purchase of materials and equipment will take time. A total of five years is a reasonable and feasible period for this gradual implementation.

Suggested Phases

State Support Programs	First-Year Cost
A. Basic service and grants. ($.10 per capita)	$ 186,000.
B. Supplementary book programs. ($.05 per capita)	58,000.
C. Grants in aid.	
1. $1.00-1.24 per capita local funds. ($.05 per capita)	2,000.
2. $1.25-1.49 local funds. ($.06 per capita)	18,000.
3. $1.50-1.99 local funds. ($.07 per capita)	8,000.
4. $2.00 or more local funds.	0.
D. Reference resource development. (planning grant)	15,000.
Total First-Year	$ 287,000.

Following the first year, it should be possible to move toward the goals recommended in four nearly equal steps, thus reaching the goals in four years.

The facts about West Virginia's economy have been set forth many times, including this report. With these facts in mind, one cannot expect the state to find new resources within its own boundaries to the full extent of $1,586,000. Currently the state receives $301,000 for support of libraries from the Federal Library Services and Construction Act. The Library Commission's appropriation from state sources is $174,500 currently for all purposes. Clearly both increased state and federal support is needed. Representations should be made to the Congress and to the associations and other groups sponsoring library legislation regarding West Virginia's special problems. Any new federal program for library support should pay particular attention to a state two-thirds of whose population live in areas unable to support local library services. At the same time, the state may reasonably be expected to raise its appropriation substantially for the support of library services across the state. Even with the present programs the state provides only slightly more than half the cost of operations.

CHAPTER VI

FINANCING THE PLAN

Section 2: The Library Commission

There are several recommendations in this report for extending the responsibilities of the Library Commission. Library services to state government agencies and the extension of advisory services to institutions are two examples. Also, several recommendations are presented which would require strengthening and expansion of existing services. Both will require additional appropriations from state funds. Some federal funds are already being spent in support of the Commission's statutory responsibilities. While that is understandable, it would be unrealistic to expect the federal government to expand its financing in order to support state responsibilities. Thus, new state funds should be made available.

In order of priority, it is recommended that state funds for strengthening and expansion of existing activities be considered first. Specifically, these activities are of first importance:

1. The central book collection and reference service should continue to be strengthened.
2. The staff time available for field work should be increased.
3. The means of communication between the Commission and government officials, library trustees and librarians should be increased in variety and timeliness.

4. The capacity of the Commission's staff to offer direct library staff should be enlarged.

No precise estimate of cost for this strengthening and enlargement has been made. It would be realistic in the next year, however, to double the present number of consultants, and to provide clerical support for those new positions. Increase of the book budget by about 50% of its 1965-66 level and provision of the necessary staff time to acquire the added materials and to prepare them for use will also be a reasonable immediate step. Providing all staff necessary to give additional direct service up to the capacity of the organization as a whole to adjust to these services is also possible and a reasonable first-year goal. If these steps are taken, the ability of the whole staff to expand communication between the Commission and the field will be increased.

Increased expenditure for other operating costs will, of course, be required in this expansion of activities. Further increases in all of these areas of expenditure will be required if the program envisioned in this report is implemented.

Many decisions will have to be made and plans prepared before the Commission's responsibilities may be extended into new areas. The most profitable immediate expenditure in this regard might well be the employment of one full-time person and a secretary to develop detailed plans, to estimate costs which could be spread over a period of years and to have charge of certain aspects of the work as it develops.

CHAPTER VII

THE LIBRARY LAW

Chapter 10, Article 1, of the West Virginia Code provides the general public library law of the state. This article can be separated into two parts: the public library law and the Library Commission law.

PUBLIC LIBRARY LAW

DEFINITIONS, ESTABLISHMENT AND MAINTENANCE

The term "public library" is defined as a library maintained wholly or in part by any governing authority (county court, county board of education, or the governing body of a municipality) from funds derived from taxation, and the services of which are free to the public. Excluded from this definition are special libraries, such as law, medical or other professional libraries, or school libraries maintained primarily for school purposes.

Any such governing authority, acting by itself or in cooperation with one or more other such authorities, is empowered to establish, equip, and maintain a public library. The law also provides that it may take over, maintain, or support any public library already established.

A library established, maintained, or supported by a governing authority may be financed either by appropriations from the general fund, or by the imposition of an excess levy for that purpose.

REGIONAL LIBRARIES

A regional library is defined as "a public library established and/or maintained by two or more counties, by action of their governing authorities, under the terms of a contract to which they all agree." Expenses are apportioned among the counties under the terms of the contract, and the regional library board is given authority to disburse funds.

CONTRACTS

In lieu of supporting and maintaining its own independent library, a governing authority may contract with an existing public library, and make annual payments to the library for free service to residents of the area represented by that governing authority. In addition, any school board may contract for school library service from a public library. Any public library may enter into contracts and that regional libraries may contract to give or receive service within and without its region.

BOARD OF LIBRARY DIRECTORS

The law provides for the appointment of a board of directors of a public library, appointed by the governing authority or authorities concerned. Such boards (except regional boards) are composed of five members appointed for five year terms. Regional boards have from five to ten members, with each county in the region represented by at least one member.

The powers and duties of the boards are enumerated in the law. The law provides that the board shall be a corporation, and may act as the disbursing agent of the local government authorities.

USE OF THE LIBRARY

Each public library established or maintained by any governing authority shall be free for the use of all persons within the jurisdiction of the authority. The board has authority to extend the use and privilege of the library to non-residents under its terms and conditions.

The law provides for the collection of fees and service charges, and provides for penalties for injury to library property, and wilful retention of library property.

APPLICATION OF ARTICLE

The statute provides that nothing in the law "shall be construed to abolish or abridge any power or duty conferred upon any public library already established by virtue of any city or town charter, or other special act, or to affect any existing local laws allowing or providing municipal aid to libraries. Any library now operating under any city or town charter or other special act has, however, the privilege of reorganizing under the provisions of this article."

THE LIBRARY COMMISSION

The statute establishing the Library Commission, although primarily concerned with its role vis-a-vis the public libraries, also provides for programs involving other types of libraries.

The law states: "The Commission shall give assistance, advice and counsel to all school, state-institutional, free and public libraries, and to all communities in the State which may propose to establish libraries..." This assistance includes advice on the best means of establishing and administering the library, selecting and cataloging books, and other details of library management.

In addition to certain specified powers and duties authorized by the law, the Library Commission is given broad general authority by the following statement: "The Commission shall perform such other service in behalf of public libraries as it may consider for the best interest of the state."

REGIONAL LIBRARY PROGRAMS

The law authorizes the Commission to develop a plan for the establishment of regional libraries, based on a detailed survey. A region shall include two or more counties. On completion of the survey of any proposed region, the proposal is referred to the county court concerned. The county courts are then directed to act upon the proposal. A majority vote of each county court is necessary for adoption of the proposal. However, if a county court rejects the proposal, the Commission is authorized to alter it so as to exclude that county, and re-submit the altered proposal to the other county courts. Again, each county court must approve this proposal.

If a regional library is established, the Commission is authorized to maintain and operate a public library in that region. It is empowered to appoint (and remove) the librarian and necessary assistants and fix their compensation. These appointments are made on the basis of merit and efficiency, as determined by the Commission. The law expressly states, however, that the librarian is required to be a person holding a certificate from an approved school of library science, with not less than three years of practical experience in library work. The law then gives the Commission other powers necessary for the operation of the library.

AID TO LIBRARIES

The Commission is authorized to render aid and assistance (financial, advisory, and/or otherwise) to public, school, county, or regional libraries, whether established by the Commission or not, under such conditions or rules as the Commission deems necessary to further the interests of the state and best increase the efficiency of the service it is expected to render to the public.

ANALYSIS OF THE STATUTE

The Library Commission is the legally constituted library extension agency of the state. It is given broad discretionary authority under the law with respect to public libraries. In addition, it is given detailed powers and duties concerning public library extension.

The role of the Commission in regional programs is specified in detail. This includes the authorization to operate the regional library once it has been established by vote of the county courts concerned. Establishment of a regional library, as well as local revenue for the program, is dependent upon the county courts.

COMMENTS ON THE STATUTE

The director of this project is not an attorney. Consequently, it is recommended that the Commission request the Attorney General, as its legal counsel, to review the present statutes and any proposed legislation, and to inform the Commission if there are any questions as to its authority to implement the various recommendations of this report.

Some suggestions as to possible changes in the statutes are:

1. It is clear that the Library Commission is now expected to initiate action programs primarily with public libraries, though it has limited authority to deal with other types of libraries. It will be useful to broaden this sphere of action to include academic and research-related libraries so as to give one state agency the responsibility of developing coordinated plans for library services generally.
2. It is advisable to make clear provision for the Library Commission to institute programs of training and education

for library personnel and to establish and administer a personnel certification plan.

3. Responsibility for insuring that adequate, planned information services are offered to all state agencies should be clearly assigned in the statutes to the Library Commission.
4. Certain parts of the statutes, notably those pertaining to the regional libraries, seem excessively specific. If experience has shown that this detail presents any problems or that it may do so, a more general and flexible statement should be worked out.

CHAPTER VIII

SUMMARY OF RECOMMENDATIONS

The major recommendations of this study are here stated in summary form for convenience. They should, of course, be read in context if they are to be understood fully. They are here stated as though they were the sole responsibility of the West Virginia Library Commission. Obviously, responsibility for deciding which, if any, of them to pursue and what means should be used in implementing those which are accepted should be shared by the Commission with responsible citizen groups.

IT IS RECOMMENDED THAT THE LIBRARY COMMISSION:

1. Develop and set forth plans for state action in the development and financing of public library services to contain these features:
   - A. Assumption of responsibility by the state for provision of service in counties where the median family income is below $5,000.
   - B. Reimbursement of local money spent for books by local public libraries meeting certain standards in these areas up to $.25 per person in the library's primary service area.
   - C. Granting of funds to public libraries which meet certain standards in counties where the median family income is $5,000 or more.

D. Development of book selection policies and procedures upon a direct and detailed knowledge of the residents of each area receiving service paid for by the state. Materials selected may vary from community to community. No group should be set aside as not able to benefit from books.

E. Development of "book exposure" programs of various kinds, especially in areas where educational and/or economic levels are low.

F. Development of state reference resources and a communications network to facilitate the rapid flow of information between institutions and between institutions and persons. This part of the system should be planned by West Virginia University under contract with the West Virginia Library Commission and with the advice of a board representing public schools, academic institutions, business and industry, and the general public.

2. Develop and set forth a plan for extending its responsibilities to include the provision of reference services to the various agencies of the state government, including extending advisory services to state institutions such as hospitals and prisons.

3. Develop through drawing upon the various academic institutions of the state, and present a plan for the education of persons concerned with local libraries to include these features:

   A. Contact with local and state officials, elected and appointed.

B. Orientation programs for library trustees including discussion of both specific and general topics. Such programs may include workshops held in various regions, extension courses to be distributed by mail and the development of a trustee newsletter or section of another publication.

C. Programs of continuous education and training for persons working in libraries so as to upgrade those presently employed and to increase the number of qualified persons.

D. A program of certification of those persons whose work requires education or training unique to holding responsible positions in public libraries. This program and the various programs of education and training should provide for the creation of "middle-level" positions between professional and clerical as those terms are generally defined.

E. A program of recruiting and sending to accredited library schools in other states persons whose roots are in West Virginia and who would profit by a year of graduate library education.

4. Develop and present detailed cost estimates of implementing the recommendations of this report both for support of local library services and for the necessary administrative support of the total program recommended for the Commission. The probably total annual cost will be between $1,600,000 and $2,000,000. A reasonable first

year cost will be between $300,000 and $400,000, with the balance to be spread in equal parts over the second through fifth years.

5. Request the Attorney General, as its legal counsel, to review the present statutes and proposed legislation and to inform the Commission if there are any questions as to its authority to implement the various recommendations of this report.
6. Seek to enlarge its collections, physical facilities and staff so that adequate personnel time is available to carry out, first, the planning aspects of the proposals above, second, to support them administratively and, third, to evaluate the results.
7. Generally, participate as individuals and as a group in creating an atmosphere favorable to the development of library services.

APPENDIX I

PURPOSE AND METHOD

In the fall of 1963, the American Library Association published Standards for Library Functions at the State Level. These standards were one of the objectives of the American Association of State Libraries, under a Carnegie grant which also included a survey of all State library functions in the nation.

Standard 24 is:

> "The state library agency should participate in the development of state-wide plans for all types of library service within the state, should conduct research to determine library needs and possibilities, and where planning groups do not exist should take the initiative in marshalling qualified individuals, groups, and agencies to engage in such planning."

Implementation of this Standard involved formation of an advisory committee composed of the librarian of the Huntington Public Library and Western Counties Regional Library System, the director of the Kanawha County Public Library, the director of libraries for West Virginia University, and the librarian of Concord College.

This Committee has met regularly with the staff of the West Virginia Library Commission staff since August, 1963. The Committee has worked with the staff in implementation of the new "Standards," formulating the new plan under the Federal Library Services and Construction Act, outlining plans for a new State Library Building and in formulating ideas for a study of library needs in West Virginia.

Discussions verified the need for a general study of libraries for the purpose of documentation of proposed changes in old development plans and initiation of new plans. The Library Commission authorized the appointment of Mr. Ralph Blasingame to conduct the study. Mr. Blasingame is Associate Professor, Graduate School of Library Service, Rutgers University and was formerly Pennsylvania State Librarian. Assisting Mr. Blasingame was Mr. Thornton J. Ridinger, who was a full-time employee of the Library Commission. Mr. Ridinger, a native of Charleston, is an Intern in Public Administration, Pennsylvania State University. Mrs. Vivian DeVirgil was employed full-time as secretary to the study staff.

The objective of the study was to look at all of West Virginia, all of its areas, all of its libraries, and narrow the resulting information down to produce a meaningful state plan for library development. Out of the study was to come a set of suggestions or recommendations as to what might be done for the further development of library services in West Virginia.

The scope of the study included:

1. Reviewing the progress and problems under the present plan for regional library development;
2. Analyzing existing statutes affecting library organization and financing;
3. Conducting an inventory of the library collection, staff, and physical facilities presently existing;
4. Compiling data on educational, social and economic conditions in West Virginia which may influence library services;
5. Visiting a sufficient number of libraries and related institutions to insure the accuracy and relevance of the data to be gathered;
6. Recommending plans for the development, organization and financing of public library service in the light of the data collected.

A Study Advisory Committee, named earlier in this report, appointed by the West Virginia Library Commission upon the recommendation of the W.V.L.A.

Executive Board, was set up as an ad hoc committee to work with and advise the study staff. The function of the committee has been to make suggestions, recommendations, and criticisms regarding the scope and procedures of the study.

The Study Committee is an extension and enlargement of the original Advisory Committee that has been working with the Library Commission staff in the past. Members were chosen in such a manner as to bring to this group a greater diversity of library background in order to assure that all phases of library service would be represented. Members include two state university librarians, one state college librarian, one private college librarian, one school librarian, one special librarian, four public librarians (one of whom is president of the West Virginia Library Association--another president-elect), two public library trustees, and one county advisory committee member.

METHOD

In order to propose recommendations for a meaningful and comprehensive state plan for library development, the survey staff gathered detailed information on a variety of topics. The staff analyzed general West Virginia statistics as well as statistics on all types of libraries.

Of 481 questionnaires sent to public, school, special, and state government libraries, 82 percent were returned. This high number of returns demonstrates the interest and spirit of cooperation of the people working in the libraries of the state.

Aid was received from many sources, both within and outside of the field of library science. Conversations with West Virginians interested in the development of libraries afforded the staff with insights about the state, and the particular problems facing it.

To as great a degree as possible, the staff avoided correction or interpretation of replies to the questionnaires. In a few cases where the information seemed inconsistent, the correct information was obtained where possible.

The methods employed in gathering and analyzing the data are shown below, by type of library.

PUBLIC LIBRARIES

The three methods used by the survey staff to gather information on the public libraries were: 1. a questionnaire sent to all public libraries in the state; 2. the annual reports submitted by the public libraries to the Library Commission; and, 3. field visits to libraries and conversations with librarians, trustees, and others interested in library development.

The core of the public library statistics in this report are from data reported on the fourteen page questionnaire that is included in this appendix. Of the seventy-two public libraries in the state, sixty-five, or 90 percent, completed and returned the questionnaire.

The questionnaire was designed by the survey staff with the assistance of the Study Advisory Committee. The questionnaire was pre-tested in eight public libraries, located in Huntington, Moorefield, Summersville, Washington, Weirton, Welch, Wellsburg, and Weston.

The questionnaire was designed to provide information in four major areas of library service; collections, physical facilities, personnel, and administration. Also included were inserts dealing with branches, bookmobiles, and reference collections. The checklist of reference books used is the American Library Association's Suggested Reference Books for Small or Branch Public Libraries, with fourteen additions for West Virginia libraries. Use of this checklist enabled the survey staff to evaluate the reference holdings of the libraries in terms of the basic reference works needed by a small library.

The survey staff also had available the annual reports for 1963-64 submitted to the Library Commission by fifty-eight libraries. These reports, completed on the U.S. Office of Education Form 8-017, "Public Library Statistical Report," were used to furnish all income and expenditure data. In addition, the annual report was available from four of the seven libraries failing to return the questionnaire. Thus, a minimum of information was available from all except three small libraries in the state.

Visits were made to 18 public libraries in various regions of the state by one or more members of the survey staff. Conversations were held with librarians and trustees during these visits, and the collections were spot checked to determine the age and the condition of the holdings.

In order to evaluate the level of library service in the state, national standards of adequacy were used as a basis for comparison. These standards, formulated by noted authorities in the field, included the following:

American Library Association, Public Library Service: A Guide to Evaluation with Minimum Standards (Chicago: A.L.A., 1956).

Public Library Association, Interim Standards for Small Public Libraries: Guidelines Toward Achieving the Goals of Public Library Service (Chicago: A.L.A., 1962).

Joseph L. Wheeler and Herbert Goldhor, Practical Administration of Public Libraries (New York: Harper and Row, 1962).

SCHOOL LIBRARIES

General information concerning school library programs in the state was obtained from a variety of sources. These included conversations with the Supervisor for Library Services, Department of Education; the 1963-64 annual report of the State Superintendent of Free Schools; and the 1964 special statistical number of the West Virginia Educational Bulletin. In addition, the Department of Education made available the 1963-64 annual reports of the junior and senior high schools for perusal by the survey staff.

The two-page school library questionnaire included in this appendix was sent to each classified high school and approved junior high school. The questionnaire was pre-tested in nine school libraries.

A cover letter mailed with the questionnaire explained the purpose of the survey and the importance of the school library statistics in evaluating the total picture of library resources in the state. Of the 366 schools contacted, 294 (or 80 percent) returned the questionnaire.

The school libraries were evaluated by comparison to three sets of standards: national, regional, and state. The sources of the standards include the following:

> American Association of School Librarians, Standards for School Library Programs (Chicago: American Library Association, 1960).
>
> The North Central Association of Colleges and Secondary Schools, Policies and Criteria for the Approval of Secondary Schools, (Criterion V: The Library and Instructional Material and Equipment).
>
> West Virginia State Department of Education, Secondary Schools: Standards for Classification, 1957.
>
> ____, Standards for the Accreditation of Undergraduate Teacher Preparation Programs in West Virginia.
>
> ____, West Virginia Library Manual for Junior and Senior High Schools, 1949.

SPECIAL LIBRARIES

The three-page special libraries questionnaire included in this appendix was sent to the special libraries in the state. These include those located in industries, hospitals, and governmental agencies (excluding those of the state government). Lists of the special libraries were provided by the Special Libraries Section of the West Virginia Library Association, or were reported in the American Library Directory.*

Of the twenty-eight special libraries contacted, twenty-three (or 82 percent) returned the questionnaire. Again, a cover letter was included, explaining the survey and pointing out the importance of the special library resources as a part of the complete picture of library service in the state.

LIBRARIES IN THE STATE GOVERNMENT

A questionnaire identical to that sent to the special libraries was submitted to the libraries in the state government. Sixteen libraries in the state government were reported to the survey staff. Thirteen of these returned the questionnaire, and one reported that it did not actually maintain a library.

In evaluating the program of library service within the state government, the following source was used:

> American Library Association, Standards for Library Functions at the State Level (Chicago: A.L.A., 1963).

COLLEGE AND UNIVERSITY LIBRARIES

The college and university collection statistics were taken from their annual reports for 1963-64 to the Library Commission. The interlibrary loan data were reported to the Commission on the U. S. Office of Education Form 2039, "Survey of College and University Libraries, 1963-64."

The National Inventory of Library Needs: 1965, prepared by the Library services Branch, U. S. Office of Education, was used in evaluating the college and university libraries. Although 1962-63 statistics were used, the survey staff found no major increases in the college and university libraries during the 1963-64 year that would significantly alter the picture.

The sources of standards used in the National Inventory included:

> American Library Association, A.L.A. Standards for College Libraries (Chicago: A.C.R.L., 1959).
>
> ____, A.L.A. Standards for Junior College Libraries (Chicago: A.C.R.L., 1960).

STATE INSTITUTIONAL LIBRARIES

The statistics presented on institutional libraries were taken from the National Inventory of Library Needs: 1965. The standards used for evaluation of these libraries were those formulated by the American Correctional Association and the American Library Association.

NOTES

APPENDIX I - Purpose and Method

[*] American Library Directory, (24th edition, New York: R. R. Bowker Co., 1964).

APPENDIX II

PUBLIC LIBRARIES IN WEST VIRGINIA

COUNTY	NAME OF LIBRARY	LOCATION
Barbour	Belington Public Library	Belington
	Junior Public Library	Junior
Berkeley	Martinsburg Public Library	Martinsburg
	South Berkeley Branch	
	North Berkeley Branch	
	Naylor Memorial Public Library	Hedgesville
Boone	No Public Library (served by "Flying Book Express")	
Braxton	Gassaway Public Library	Gassaway
	Sutton Public Library	Sutton
Brooke	Brooke County Library	Wellsburg
	Hooverson Heights Branch	
Cabell[1]	Huntington Public Library	Huntington
	Barboursville Branch	
	Milton Branch	
	S.E. Huntington Branch	
Calhoun[2]	Calhoun County Public Library	Grantsville
Clay[3]	Clay County Public Library	Clay
Doddridge[2]	Doddridge County Library	West Union
Fayette	Fayette County Public Library	Fayetteville
Gilmer	No Public Library (served by "Flying Book Express")	
Grant[4]	County served from Keyser-Mineral Public Library (Potomac Valley Regional Library)	
Greenbrier	Greenbrier County Library	Lewisburg
	Ronceverte Presbyterian Church Library	Ronceverte
	White Sulphur Library and Community House Association	White Sulphur Springs
Hampshire	Hampshire County Public Library	Romney
Hancock	Swaney Memorial Library	New Cumberland
	Mary H. Weir Public Library	Weirton

COUNTY	NAME OF LIBRARY	LOCATION
Hardy[4]	Hardy County Public Library	Moorefield
	Wardensville Branch	
	Mathias Branch	
Harrison[5]	Benedum Civic Center Library	Bridgeport
	Clarksburg Public Library	Clarksburg
	Shinnston Women's Club Public Library	Shinnston
Jackson[2]	Jackson County Library	Ripley
	Ravenswood Branch	
Jefferson	Shepherdstown Public Library	Shepherdstown
	Old Charles Town Library	Charles Town
Kanawha	Kanawha County Public Library	Charleston
	St. Albans Branch	
	Dunbar Public Library	Dunbar
	Nitro Public Library	Nitro
	South Charleston Public Library	South Charleston
Lewis[5]	Louis Bennett Public Library	Weston
Lincoln	No Public Library (served by "Flying Book Express")	
Logan	Woman's Club of Logan Library, Inc.	Logan
Marion	Marion County Public Library	Fairmont
	Mannington Branch	
Marshall[6]	City-County Public Library	Moundsville
	Cameron Branch	
	McMechen Public Library	McMechen
Mason	Alexander Quillen Memorial Library	New Haven
	Mason County Public Library	Pt. Pleasant
Mercer	Bluefield Public Library	Bluefield
	Mercer Memorial Library	Princeton
Mineral[4]	Keyser-Mineral Public Library	Keyser
	Piedmont Public Library	Piedmont
Mingo[1]	Mingo County Library Center of Western Counties Regional Library System	Delbarton
	Williamson Public Library	Williamson

COUNTY	NAME OF LIBRARY	LOCATION
Monongalia	Core Public Library	Core
	Morgantown Public Library	Morgantown
	Osage Public Library	Osage
Monroe	Monroe County Traveling Library	Union
Morgan	Morgan County Library	Berkeley Springs
McDowell	McDowell Public Library	Welch
	Coalwood Branch	
	Keystone Branch	
Nicholas	Richwood Public Library	Richwood
	Elizabeth Stephenson Memorial Library	Summersville
Ohio	Ohio County Public Library	Wheeling
	Elm Grove Branch	
	Warwood Branch	
Pendleton	Pendleton County Public Library	Franklin
Pleasants	Pleasants County Public Library	St. Marys
Pocahontas	Green Bank Public Library	Green Bank
	Marlinton Public Library	Marlinton
Preston	Albright Public Library	Albright
	Kingwood Public Library	Kingwood
Putnam[1]	Putnam County Library Center of Western Counties Regional Library System	Hurricane
Raleigh	Raleigh County Public Library	Beckley
Randolph	Elkins Public Library	Elkins
Ritchie[2]	Ritchie County Public Library	Harrisville
	Pennsboro Branch	
	Cairo Branch	
Roane[2]	Roane County Library	Spencer
Summers	No Public Library (served by "Flying Book Express")	
Taylor	Grafton Public Library	Grafton

COUNTY	NAME OF LIBRARY	LOCATION
Tucker	Parsons Public Library	Parsons
Tyler[6]	Sistersville Public Library	Sistersville
Upshur[5]	Charles W. Gibson Public Library Stonewall Jackson Regional Library	Buckhannon Buckhannon
Wayne[1]	Ceredo-Kenova Memorial Library	Kenova
Webster	No Public Library (served by "Flying Book Express")	
Wetzel[6]	New Martinsville Public Library Paden City Public Library	New Martinsville Paden City
Wirt	Dora Bee Woodward Memorial Library	Elizabeth
Wood	Carnegie Library Vienna Public Library Washington Memorial Library	Parkersburg Vienna Washington
Wyoming	No Public Library (served by "Flying Book Express")	

1. Huntington Public Library Board contracts with Putnam, Wayne and Mingo Counties for regional services (Western Counties Regional Library System).
2. Alpha Region formed by federation of Calhoun, Doddridge, Jackson, Ritchie, and Roane Counties.
3. Clay County Library Board contracts for service with Alpha Region in conjunction with Stonewall Jackson Region.
4. Keyser-Mineral Public Library Board contracts with Grant and Hardy Counties for regional service (Potomac Valley Regional Library).
5. Stonewall Jackson Regional Library serves Lewis and Upshur Counties. Harrison County was served until July, 1965.
6. City-County Library Board (Moundsville) contracts with Wetzel and Tyler Counties for regional service (Miracle Valley Regional Library).

APPENDIX III

WEST VIRGINIA LIBRARY SURVEY

PUBLIC LIBRARIES QUESTIONNAIRE
REFERENCE BOOK CHECKLIST
SCHOOL LIBRARIES QUESTIONNAIRE
SPECIAL LIBRARIES QUESTIONNAIRE

* * *

WEST VIRGINIA LIBRARY SURVEY
PUBLIC LIBRARIES QUESTIONNAIRE
FEBRUARY, 1965

DIRECTIONS: Please answer each question, entering "N.A." ("not applicable") for any item that does not apply to your library.

IDENTIFICATION

1. Name of Library______________________________

2. Year of Founding______________________________

3. Address of Central Library______________________________
(No. and Street) (City) (County)

Note: Where no branches exist, "central library" refers to the only library.

4. Name of Chief Librarian____________________Date appointed______

5. Who appoints the Chief Librarian?______________________________

6. Is the Library a member of: A regional system? _____Yes _____No
A county Library? _____Yes _____No

7. Is the Library open to the general public? _____Yes _____No

GOVERNMENT

1. Who finances and operates the Library? (Name of city, county(ies), school board(s) organization, club, etc.)

____________________ (Name of public body or group) ____________________ (Name of public body or group)

____________________ (Name of public body or group) ____________________ (Name of public body or group)

Note: List above all groups (public and/or private) which contribute at least 10% of the Library's budget.

2. Give the number of Library Board Directors appointed or elected by:

________City or Town Council

________County Court

________School Board

________Present Board (i.e. self appointive)

____________Library Association or Corporation

____________Other (Specify_______)

3. How long do the board members serve?

_____1 year

_____2 years

_____3 years

_____4 years

_____ 5 years

_____ Other (Specify_______)

4. Type of Library (check the appropriate one):

__________City or Town
__________County
__________Club Sponsored
__________City-County Library
__________School-Public Combination
__________Special Law
__________Other (Specify__________)

5. Schedule of service (for Central Library):

Hours Open:	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Total Hours Per Week
For Circulation	__to__	__to__	__to__	__to__	__to__	__to__	__to__	
For Reading and Study (if different)	__to__	__to__	__to__	__to__	__to__	__to__	__to__	

POPULATION REGISTERED AND SERVED

1. Check areas whose residents are legally entitled to free service.

__________City or Town
__________County
__________Region
__________Other (Specify____)

2. How many resident borrowers are registered?_______Adults _______Children _____Total

3. How many resident borrowers were newly registered or re-registered during 1964?

____

4. How many non-resident borrowers are registered?_______Adults _______Children
__________________Total

5. How many non-resident borrowers were newly registered or re-registered during 1964?

____

6. Indicate on the following chart (next page) the charges (if any) made for library privileges.

Fill in column 1 or 2 for each category listed.

Patron	Privileges	No Fee (✓)	Amount of Fee (per yr.)
Resident Individual	Use of materials in library		
	Check Out		
Resident Family (if you have family registration)	Use of material in library		
	Check Out		
Non-Resident Individual	Use of materials in library		
	Check Out		
Non-Resident Family (if you have family registration)	Use of materials in library		
	Check Out		

7. Check special groups of non-residents who may borrow books on the same terms as local residents.

_________Non-resident taxpayers

_________Non-resident employed in service area

___________Non-resident student

___________Non-resident other..
___________Specify

8. What is the period of registration? (Please check one for adults and one for childr

For adults:
____1 year; ____2 years; ____3 years; ____4 years; ____5 years; ____indefinite

For children:
____1 year; ____2 years; ____3 years; ____4 years; ____5 years; ____indefinite

9. How often is the registration file weeded? (i.e., expired cards removed from file.) Check one:
____________annually; at intervals of ____________years; ___________not weeded

CENTRAL LIBRARY FACILITIES

1. The Central Library building is owned by . . . (Check the correct answer.)

_______the Library

_______a private corporation

_______a private individual

_______the taxing unit(s) which support(s) the Library

_______Other (identify_________________
_________________________________)

2. Does the Library receive free use and maintenance of the quarters? _____Yes ___No

3. Does the Library occupy the entire building? ______Yes ______No

4. If the quarters are not owned by the Library, indicate any restrictions placed upon the Library as to the use or continued occupancy of the building__________________

____

____

____

5. What is the approximate distance in blocks of the Central Library from the main business intersection of town? ____________________

6. In what year was the Central Library building constructed?______________________

7. If the building has been substantially remodeled or expanded, when was this done?
__________(year) __________(year)

8. What is the total gross floor space available to the Library? (Length times width of outside dimensions of each floor of library space.)
length_____ft. times width_____ft. totaling_____(square feet)

9. What is the total capacity in volumes of the existing shelf space? (A "rule of thumb" which may be used is "25 books per three feet of shelf space.")____________
(volumes)

10. What is the total seating capacity (number of chairs) of the library?____________

11. Is there a separate room or area for reference and information service?
_____Yes_____No

12. Is there a separate room or area for children? _____Yes_____No
If yes, what is the seating capacity of this area?______________________________

13. Is there a separate room or area for teenagers? _____Yes_____No
If yes, what is the seating capacity of this area?______________________________

14. Is there a separate public meeting room in the library? _____Yes_____No
Total seating capacity of meeting room(s)____________

15. Are any plans underway for new quarters for the Central Library? _____Yes_____No
If so, please enclose a brief description and timetable of such plans.

OTHER AGENCIES OF SERVICE

1. Has the library one or more branches? _____Yes_____No

NOTE: Branch refers to a unit which serves the community and which is administered and staffed by the Library. If the Library has one or more branches, please fill out Insert No. 1, Branches, which is attached to this form.

2. No. of branches in Library buildings___________; in rented quarters____________;
in schools__________; in other places_____________. Total_____________
Specify____

3. No. of affiliated Libraries (excluding school Libraries) which receive deposits of books and other services from the central Library, but which have a separate Board and income: ____________________

4. No. of schools which have collections of library materials administered and staffed by this Library: ____________________

5. No. of stations, classroom deposits, etc., outside the Library and not administered or staffed by the central Library:
______________in schools; ______________in other places; Total______________

6. No. of bookmobiles: ____________________

   Note: Bookmobile refers to a mobile unit that provides Library service directly to readers. If Library has one or more bookmobiles, please fill out Insert No. 2, Bookmobiles.

7. No. of delivery vehicles owned by the Library, exclusive of bookmobiles also giving direct Library service to readers: ____________________

8. May books be borrowed at one agency and returned to another agency of the Library system? ______Yes ______No

COOPERATIVE SERVICES

1. Does the Library maintain formal (contracted) or informal cooperation with other libraries, with the exception of West Virginia University Library, and the State Library Commission. ________Yes ______No

2. Please identify any major special libraries in the immediate area which supply some of your library needs (i.e., will they help you with your reference or inter-library loan needs and/or give service to the public.)

____________________ (Name of Special Library)	____________________ (Address)
____________________ (Name of Special Library)	____________________ (Address)
____________________ (Name of Special Library)	____________________ (Address)

SCHOOL SERVICE

1. Which of the following services does the Library perform for schools? (Check (✓) those which apply.)

SERVICE	ELEM.	JR. HI.	SR. HI.	COLLEGE OR UNIVERSITY
Classroom Collections (short-term loans)				
School deposits (long-term loans)				
Supplementary reading materials shelf				
Special teacher loans				
Bookmobile stops at school				
Library hrs. to accomdate students after school libraries are closed				
A reserve shelf for students				
Consultation of teachers' reading lists in drawing up purchase orders				
Others (specify):				

NOTE: If the school system does not include a separate Jr. High, mark only the Elem, and Sr. High columns in the table above and check here.____________

2. Are special services provided to certain groups or institutions? ____Yes ____No

3. If so, what kinds of services? (Hospitals, jail, shut-in, etc.)

______Hospital

______Shut-in

______Jail

______Other (Identify)

CIRCULATION AND USE OF BOOK STOCK

1. Please give the total number of volumes circulated during fiscal 1963-64. (Include periodicals and pamphlets as non-fiction.)

Number of Volumes Loaned	No. of Volumes	%Total Circulation
Adult non-fiction	____	____
Adult fiction	____	____
Juvenile non-fiction	____	____
Juvenile fiction	____	____
____Music; ____Pictures; ____Maps;		
____Records; ____Films	____	____
TOTAL CIRCULATION	____	____

2. What is the loan period for most books? ____________days

3. Total circulation in 1955__________; in 1960__________.

COLLECTION

1. Number of volumes. (A volume is here considered to be any separate item (printed, typewritten, mimeograph, or processed ---- bound or unbound) that has been catalogued and fully prepared for use with the exception of filmed and recorded materials and pictures.)

Category	No. of Volumes 6-30-63	No. of Volumes added during fiscal 1963-64	No. of volumes withdrawn during fiscal 1963-64	Total no. of volumes 6-30-64
Adult fiction	____	____	____	____
Adult non-fiction	____	____	____	____
Total Adult	____	____	____	____
Juvenile	____	____	____	____
TOTAL COLLECTION	____	____	____	____

2. How many non-fiction volumes did the Library collection have in the following categories as of 6-30-64?

Dewey Decimal Classification	No. of volumes 6-30-64
Reference (if cataloged separately)	
000 General works	
100 Philosophy	
200 Religion	
300 Social sciences	
400 Philology	
500 Pure science (natural)	
600 Applied sciences	
700 Fine Arts & Recreation	
800 Literature	
900 History	
920 Biography	
TOTAL NON-FICTION COLLECTION	

. How many catalogued volumes of filmed and recorded materials and pictures did the Library collection include as of 6-30-64?

Category	No. of volumes
Films, filmstrips and slides	
Phonograph records or tapes	
Pictures	
TOTAL NUMBER OF AUDIO-VISUAL VOLUMES	

. Enter the number of volumes added during each of the last five fiscal years:

Year	Total	Purchases	or	Gifts
1963-64				
1962-63				
1961-62				
1960-61				
1959-60				

. Enter the number of volumes withdrawn during each of the last five fiscal years:

1963-64__________
1962-63__________
1961-62__________
1960-61__________
1959-60__________

6. Does the Library maintain a pamphlet or clipping file? (vertical file?)___Yes ___No

If yes, give number of file drawers__________

7. How many different periodicals (excluding duplicates) are received regularly? (Do not include sponsored or publicity periodicals received free of charge, such as Ford Times or other similar house organs or religious publication distributed free of charge.) __________

Note: Please attach a list, if possible.

8. Of the periodical titles currently received, how many of these do you keep for:

________2 years or less
________3 years
________ 5 years
________10 years

9. What was the total number of periodical titles bound during fiscal 1964?__________

10. How many different newspapers (excluding duplicates) are received regularly? _______

11. Does the library have a written book selection policy? ______Yes ______No

12. Check below book selection tools used regularly in selecting books for purchase:

________Library Journal
________A.L.A. Booklist
________Standard Catalog Series
________Publisher's Weekly
________New York Times
________New York Herald Tribune
________Sat. Review of Literature
________Kirkus
________Book Buyers Guide
________Horn Book
________Bulletin of Centre for Children's Books
________Other (specify) ______________
____
____

13. Check the ways in which all (or most) books are entered in your public card catalogue: ________Author ________Title ________Subject

14. What classification scheme is used? (Check or fill in.)

________Dewey Decimal
________Library of Congress
________Other (specify)____________________

15. Check the following indexes to which the Library currently subscribes:

________Current Biography
________Book Review Digest
________Readers Guide to Periodical Literature
________Cumulative Book Index
________Biography Index
________U.S. Government Publications Monthly Catalog
________Essay and General Literature Index
________Vertical File Service
________Facts on File
________New York Times Index
________Abridged Readers Guide
________Public Affairs Information Service
________Education Index
________International Index
________Biological and Agricultural Index (formerly Agricultural Index)
________Other ____________________

16. Is the Library a Federal Document Depository? _________Yes _________No

17. Does the Library systematically build and preserve a local history collection?
_______Yes _______No

18. If so, how many volumes are included in this collection?_____________

19. If you have any special collections in other fields (i.e. business, coal, etc.) Identify these below.

_____________________ (type of collection   _____________________ (number of volumes)

_____________________ (type of collection)   _____________________ (number of volumes)

20. Check items below owned by the Library:

_______film projector
_______opaque projector
_______slide projector
_______phonograph
_______tape recorder
_______microcard reader

_______microfilm reader
_______mimeograph or multilith
_______offset press
_______photo-copy machine
_______ _______________
_______ _______________

PERSONNEL

1. Staff

	Professional Service		Clerical & Other Serv.		Janitor Service	
mployees/Hours	Full-time	Part-time	Full-time	Part-time	Full-time	Part-time
o. of individuals n payroll						
otal no. hours per k. of above persons						
o. of volunteers						
otal no. hours per k. of volunteers						

NOTE: Professional service refers to duties which the Library considers professional in nature, as distinct from such clerical duties as typing, filing of circulation, etc. Individuals should be counted in the category in which more than 50% of their work falls. If the Library does not distinguish between professional and clerical duties in staff assignments, cross out both headings, "Professional Service" and "Clerical and Other Service," and count all employees other than janitors under one of these columns.

2. If the Library uses a "Sub-Professional" Classification, enter here the number of employees and their total number of hours per week.

No. of full-time Sub-Professionals_______   Total hours per week_______
No. of part-time Sub-Professionals_______   Total hours per week_______

3. Background of Chief Librarian:
No. of years of high school credit ________
No. of years of college credit ________
No. of years of Library school credit ________
No. of years of Library experience ________

4. No. of college graduates on staff, exclusive of Chief Librarian ________

5. No. of Library school graduates on staff, exclusive of Chief Librarian ________

6. No. individuals, in addition to Library school graduates, who have had some formal Library training (short courses, a summer course, partial library school program, etc.

____

7. Does the Library have at least the equivalent of a half-time to full-time librarian for each of the following positions?

Children's librarian ______Yes ______No
Cataloguer librarian ______Yes ______No
Reference librarian ______Ye
______No

8. Check professional Library organizations of which Library director is a member. (Place an asterisk before those in which he or she is an officer or member of a division, section, or committee.)

______American Library Association
______West Virginia Library Association
________Other (Specify)________
____

9. Salaries

Title	Present Annual Salary	Current Salary Range		Annual Increase
		Minimum	Maximum	
Library Director				
Assistant Library Director				
Other Classes or Positions (See Note Below)				

NOTE: Give name of classes, such as junior clerk, etc. If Library does not have classes of positions or a salary range plan, list each position with its present salary. Give hourly rate if annual salary is not provided.

0. Does the Library provide annual salary increases? ______Yes ______No

1. Is the Library staff covered by Social Security? ______Yes ______No

2. Is there an additional or substitute pension or retirement plan provided: for the Chief Librarian ______Yes ______No; for other staff members ____Yes ____No

3. If such a plan is provided for others, name kinds of staff members excluded:

______________________________ ______________________________

______________________________ ______________________________

______________________________ ______________________________

INTERLIBRARY LOAN

. Number of books borrowed from and loaned to other libraries (not agencies of your library system if in a regional or county program) during fiscal 1963-64. If statistics are not kept for loans for each library, estimate total number of books borrowed and total number of books loaned.

	No. of books borrowed from other libraries	No. of books loaned to other libraries
a. Public Libraries	______	______
b. College or University Libraries	______	______
c. School Libraries	______	______
d. State Library Commission	______	______
e. Other (give type of library and number of loans)	______	______
TOTAL	______	______

. From which two libraries do you most frequently borrow on interlibrary loans?

______________________ (Name of Library) ______________________ (Name of Library)

. To which two Libraries do you most frequently lend on interlibrary loans?

______________________ (Name of Library) ______________________ (Name of Library)

. What was the distribution of materials borrowed from other libraries among the types of materials listed below. Estimate the approximate percentages.

________% Juvenile books
________% Adult fiction
________% Adult non-fiction
________% Periodicals
________% Government documents
________% Rare or expensive books
________% Music scores and recordings
________% Other____________

FINANCE

1. Does the library receive tax support from any governmental source? _____Yes ____No

2. Please check nature of tax support:

__________direct levy for library
__________appropriation to library
__________other (please specify)__________________________________

3. Please list all sources of tax support (i.e., County Court, School Board, City, etc.), and the amount of the appropriation or levy for the last fiscal year.

______________________________ (Name of public body)	$______________________ (Amount)
______________________________ (Name of public body)	$______________________ (Amount)
______________________________ (Name of public body)	$______________________ (Amount)

REPORT OF PROGRESS
AND
GENERAL REMARKS

1. Is an annual report to the public prepared by the library? ______Yes ______No
(If so, please enclose a copy of the latest report.)

2. Has there been a recent special study or survey made of the library?
_______Yes ______No (If so, please enclose a copy if available.)

3. Please describe special services that your library offers (i.e. story hours, film programs, discussion programs, etc.) Use an additional sheet if necessary.

4. Please state any unusual increase or decrease in facilities or special development within the last year. (Use an additional sheet if necessary.)

5. Please be at liberty to comment about library service and opportunities, about what you think would best help to improve West Virginia Library service in general, and your library in particular. (Use an additional sheet if necessary.)

Date:________________________
Signature:______________________________
Title of person reporting:________________________

Insert No. 1, BRANCHES

Branch refers to a unit maintained and staffed by the Library. Do not list "Stations" here: stations being collections of books deposited in locations not managed by the Library, and handled by a person not a regular member of the Library staff. Do not list libraries here with separate Boards of Library Directors which may be part of a county system: such libraries will receive a complete questionnaire directly from the Survey Headquarters.

Branch Name or Number	Total No. of Staff*	Does Staff Include:**		No. Hours open per week	No. Days open per year	Total Seating Capacity	Total Branch Collection fiscal 1963-64	Total Branch Circulation fiscal 1963-64
		Children's Librarian	Teen-ager's Librarian					

* in equivalent of full-time

**Answer yes or no. Children's librarian and Teen-ager's librarian refer to staff member who devotes at least 75% of the time to one of these services. If one staff member handles both Children and Teen-agers, and devoted at least 75% of time to these services combined, write "yes" across the two columns.

(Please make an entry for each bookmobile. "Bookmobile" refers to a vehicle that brings service directly, to readers, either in communities or schools. It includes any mobile unit, such as a truck or trailer adapted to book service, if service directly to readers is given. Do not list bookmobiles or other vehicles used exclusively to transport books to branches, schools, stations, etc.)

BOOK-MOBILE	Year Purchased	Over-all length	Capacity of vehicle (volumes)	No. of staff with bookmobile on the road	Kind of stop (see note below)	No. of stops	Average length of stop (in mins.)	Interval between visits (days, wks., mths., etc.)	Annual Circulation**			
									Adult			
									Fiction	Non-Fiction	Juvenile	Total
					School Stop*							
					Community Stop							
					School Stop							
					Community Stop							
					School Stop							
					Community Stop							
					School Stop							
					Community Stop							

*Enter here stops devoted exclusively to children in school: if stops at a school are also intended for general community service, enter under Community Stop. If circulation is not kept separately for school and community stops, enter all circulation under Community Stop.

**Does the circulation count for bookmobiles include figures for:

circulation from classroom collections to individual students? ________Yes ________No

circulation from stations to individual readers? ________Yes ________No

INSERT NO. 3 REFERENCE BOOK CHECKLIST

This is the "Suggested Reference List, "Supplement A, Small Libraries Project Pamphlet #9, A.L.A., with 14 additions (marked with *). It is reproduced here by permission.

Instructions: Please check each title that is available in your library. If the date of your edition is different, please note.

Note: If the Library does not own one of these titles but feels that it holds an equivalent, please give title and date to the side of the item listed.

________1. Funk & Wagnalls Standard Dictionary of the English Language. International ed. Funk, 1961. $24.50.

________2. Webster's New International Dictionary of the English Language. 2nd ed. Merriam, 1957. $39.50.

________3. Webster's Third New International Dictionary of the English Language. Merriam, 1961. $47.50 to $59.50, depending on edition.

________4. Fowler, H. W. Dictionary of Modern English Usage. Oxford, 1954. $3.75.

________5. Webster's Dictionary of Synonyms. Merriam, 1951. $6.00.

________6. Webster's New Collegiate Dictionary. 6th ed. 1961. $5.00; thumb indexed $6.00.

________7. Betteridge, H. T., ed. The New Cassell's German Dictionary; German-English, English-German. Funk, 1958. $7.75.

________8. Cassell's Spanish Dictionary; Spanish-English, English-Spanish. Funk 1960. $7.00.

________9. Cassell's New Latin Dictionary; Latin-English, English-Latin. Funk 1960. $7.75.

________10. Chevalley, Abel, comp. Concise Oxford French Dictionary. 2 vols. Pt. 1: French-English. Pt. 2: English-French. Oxford, 1940. $4.50.

________11. Collier's Encyclopedia. 24 vols. Crowell-Collier, 1962. Lib. bdg. $259.

________12. Encyclopedia Americana. 30 vols. Americana Corp., 1961. $319.50 and up.

________13. Encyclopaedia Brittanica. 24 vols. Encyclopaedia Brittanica Corp. 1961. To schools and libraries, $254.

________14. Columbia Encyclopedia, with 1959 Supplement. Columbia Univ. Press, 1960. $35.00.

________15. Lincoln Library of Essential Information. Rev. ed. Frontier Press, 1961. 1 or 2 vols. Single vols. $28.50 and $34.50; 2 vols. sets $32.50 and $39.50.

________16. Britannica Junior. 15 vols. Encyclopaedia Britannica Corp., 1961. $101.90 - $149.90.

________17. Compton's Pictured Encyclopedia and Fact Index. 15 vols. Compton, 1961. $119.50 - $139.50.

________18. World Book Encyclopedia. 20 vols. Field Enterprises, 1961. $139-$179.

________19. Abridged Readers Guide to Periodical Literature. Wilson. $7.50 a year.

________20. Bible. Holy Bible...Revised Standard Version; Containing the Old and New Testaments. Nelson, 1951. $6.50.

________21. Bailey, A. E. Gospel in Hymns; Backgrounds and Interpretations. Scribner, 1950. $6.95.

________22. Bible. Holy Bible; tr. from the Latin Vulgate. . . Kenedy 2 vols. in 1 Prices vary.

________23. Bible. King James Version. (Revised hard-back, large type edition.)

________24. Bible. New Testament. The New English Bible. New Testament. Oxford, 1961. $4.95.

________25. Bulfinch, Thomas. Mythology. Crowell, 1947. $4.95.

________26. Cruden, Alexander. Cruden's Complete Concordance to the Old and New Testament. Revell, n.d. $5.95.

________27. Frazer, Sir James. The New Golden Bough; a New Abridgement of the Classic Work by Sir James George Frazer. Criterion, 1959. $8.50.

________28. Gayley, C. M. Classic Myths in Literature and in Art. Rev. ed. Ginn, 1939. $6.50.

________29. Harper's Bible Dictionary. 6th ed. Harper, 1959. $7.95; thumb indexed $8.95.

________30. Hume, R. E. World's Living Religions. Completely rev. Scribner, 1959. $3.50.

________31. Maus, C. P. Christ and the Fine Arts. Rev. and enl. ed. Harper, 1959. $6.95.

________32. Maus, C. P. The Church and the Fine Arts. Harper, 1960. $6.95.

________33. Mead, F. S. Handbook of Denominations in the U.S. 2nd rev. ed. Abingdon, 1961. $2.95

________34. Rand McNally and Company. Historical Atlas of the Holy Land. Rand, 1959. $2.95.

________35. Stevenson, B. E., comp. The Home Book of Bible Quotations. Harper, 1949. $7.95.

________36. Strong, James. Exhaustive Concordance of the Bible. Abingdon, 1958. $14.75.

________37. Stuber, S. I. How We Got Our Denominations; a Primer on Church History. Rev. ed. Assn. Press, 1959. $3.50.

________38. Walsh, W. S. Curiosities of Popular Customs, Rites, Ceremonies, Observances and Miscellaneous Antiquities. Lippincott, 1925. $7.50.

________39. Weiser, Francis. Handbook of Christian Feasts and Customs; the Year of the Lord in Liturgy and Folklore. Harcourt, 1958. $4.95.

________40. Wright, G. E. Westminster Historical Atlas to the Bible. Westminister. Rev. ed., 1956. $7.50.

________41. Bradley, J. A., ed. The New American Guide to Scholarships, Fellowships and Loans. New American Library, 1961. 75¢.

________42. Capitman, William. Everyone's Complete Legal Adviser. Rev. Gilbert Pr., 1961. $4.95.

________43. Daniels, Walter. Censorship of Books. Wilson, 1959. $2.00.

________44. Davidson, H. A. Handbook of Parliamentary Procedure. Ronald, 1955. $3.75.

________45. Douglas, G. W. American Book of Days. 2nd ed., rev. Wilson, 1948. $6.00.

________46. Fine, Benjamin. How to be Accepted by the College of Your Choice. 1960-61 ed. Channel, 1960. $4.95; pa $2.95.

________47. Hansen, H. H. Costumes and Styles; 685 Examples of Historic Costumes in Color. Dutton, 1956. $7.50.

________48. Hazeltine, M. E. Anniversaries and Holidays. 2nd ed. ALA, 1944. $6.00.

________49. Information Please Almanac. Annual. Simon and Schuster. $2.50; pa $1.35.

________50. Lovejoy, C. E. Lovejoy's College Guide. 6th rev. ed. Simon and Schuster, 1961. $5.95; pa $3.95.

________51. McSpadden, J. W. Book of Holidays. 4th ed. Crowell, 1958. $3.50.

________52. Political Handbook of the World; Parliaments, Parties and Press. Harper for the Council on Foreign Relations. $4.50. Annual.

________53. Post, Emily. Etiquette. 10th ed. Funk, 1960. $5.95.

________54. Robert, H. M. Rules of Order. Rev. ed. Scott. 1956. $2.70.

________55. Smith, E. C. Dictionary of American Politics. Barnes, 1955. $4.50; pa $1.95.

_______56. The Statesman's Year-Book; 1961-62. Rev. annually. St. Martins, 1961. $9.50.

_______57. U.S. Bureau of the Census, County and City Data Book, latest edition. (A Statistical Abstract Supplement.) Supt. of Doc. $4.50, or Request from your Congressman.

_______58. U.S. Bureau of the Census. Statistical Abstract of the United States, latest ed. Supt. of Doc. $3.50 or, Request from your Congressman.

_______59. U.S. Bureau of the Census. U.S. Census of Population: 1960 General Social & Economic Characteristics; by individual state. Supt. of Doc., 1961. Price on inquiry or request from Congressman.

_______60. U.S. Bureau of the Census. U.S. Census of Population: General Population Characteristics; by individual State. Supt. of Doc., 1961. Price on inquiry or request from Congressman.

_______61. U.S. Bureau of the Census. U.S. Census of Population: Number of Inhabitants; by individual State. Supt. of Doc., 1960. Price on inquiry or request from your Congressman.

_______62. U.S. Congress. Official Congressional Directory. Supt. of Doc. (Request from your Congressman; issued for each session of Congress.)

_______63. U.S. Bureau of the Census. Historical Statistics of the United States, Colonial Times to 1957. Supt. of Doc., 1960. $6.00.

_______64. U.S. Department of Labor. Occupational Outlook Handbook. Supt. of Doc., 1961. $4.50.

_______65. U.S. Government Organization Manual. Supt. of Doc. Latest ed. $1.50, or Request from your Congressman.

_______66. U.S. Bureau of Internal Revenue. Your Federal Income Tax. Annual. Supt. of Doc. 40¢.

_______67. U.S. Office of Education. Education Directory. Supt. of Doc. Pt. 1, 30¢; Pt. 2, 45¢; Pt. 3, 65¢; Pt. 4, 30¢. Annual.

_______68. U.S. Post Office Department. Directory of Post Offices. Annual, Supt. of Doc., $2.25.

_______69. U.S. Post Office Department. Postage Stamps of the United States, 1847-1959. 1960. Supt. of Doc. $1.00.

_______70. Vanderbilt, Amy. Complete Book of Etiquette. Rev. ed. Doubleday, 1958. $6.00.

_______71. Wechsler, L. K. College Entrance Counselor. Barnes & Noble, 1961. paper $3.50.

_______72. World Almanac and Book of Facts. N.Y. World-Telegram. Annual. $2.00; paper $1.35.

_______73. Burt, W. H. Field Guide to Mammals.....Houghton, 1952. $4.50.

_______74. Comstock, A. B. Handbook of Nature-Study. 24th rev. ed. Comstock, 1939. $6.76; text ed. $5.00.

_______75. Fishbein, Morris, ed. The Modern Family Health Guide. Doubleday, 1959. $7.50.

_______76. Hiscox, G. D. Henley's Twentieth Century Book of Formulas, Processes and Trade Secrets. New rev. & enl. ed. Books, Inc., 1957. $5.00.

_______77. Hylander, Clarence. World of Plant Life. 2nd ed. Macmillan, 1956. $10.95.

_______78. Lutz, F. E. Field Book of Insects of the U.S. and Canada . . . 3rd ed. Putnam, 1935. $3.69.

_______79. Moore, A. C. How To Clean Everything; an Encyclopedia of What to Use and How to Use it. Simon, 1961. $3.75.

_______80. Olcott, W. T. Olcott's Fieldbook of the Skies. 4th ed. Putnam, 1954. $5.00.

_______81. Peterson, R. T. Field Guide to the Birds. Rev. ed. Houghton, 1947. $4.50.

_______82. Pough, F. H. Field Guide to Rocks and Minerals. 3rd ed. Houghton, 1960. $4.50.

______83. Red Cross. United States American National Red Cross. First Aid Text Book. 4th ed. rev. Doubleday, 1957. $1.00; pa 75¢.

______84. Taylor, N. B. The Putnam Medical Dictionary. Putnam, 1961. $4.95.

______85. Taylor, Norman, ed. Encyclopedia of Gardening. 4th ed. rev. and enl. Houghton, 1961. $15.00.

______86. Taylor, Norman. The Guide to Garden Flowers; their Identity and Culture. Houghton, 1958. $4.95.

______87. Van Nostrand's Scientific Encyclopedia. 3rd ed. Van Nostrand, 1958. $29.75.

______88. White, J. M. Farmer's Handbook. Univ. of Okla., 1956. $4.95.

______89. Apel, Willi. The Harvard Brief Dictionary of Music. Harvard Univ. Press, 1960. $3.95.

______90. Cheney, Sheldon. New World History of Art. Holt, 1956. $5.90.

______91. Cross, Milton. New Milton Cross' Complete Stories of the Great Operas. Doubleday, 1955. $3.95.

______92. Del Monte, Jacques. Fell's United States Coin Book. Rev. ed. Fell, 1959. $1.98.

______93. Dreppard, Carl. Dictionary of American Antiques. Branford, 1957. $5.95.

______94. Ewen, David. Complete Book of 20th Century Music. Prentice-Hall, 1959. $7.50.

______95. Ewen, David. Encyclopedia of Concert Music. Hill & Wang, 1959. $7.50.

______96. Feather, Leonard. The New Edition of the Encyclopedia of Jazz . . . Horizon Press, 1960. $15.00.

______97. Gardner, Helen. Art Through the Ages. 4th ed. Harcourt, 1959. $9.50; text ed. $7.25.

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_____190. *Your local City Directory.

_____191. *Indicate here if none is published for your locality.

_____192. *Your local telephone directory.

_____193. *Telephone, i.e. is there one in your library for your sole use.

WEST VIRGINIA LIBRARY SURVEY
SCHOOL LIBRARIES QUESTIONNAIRE
MAY, 1965

NSTRUCTIONS: Please check or fill in each answer, entering "N.A." ("not applicable") for any item that does not apply to your library.

DENTIFICATION

Name of School ____________________

Address ____________________
(No. and Street) (City) (County)

Grades Served ________ Number of Teachers ________ Number of Pupils ________

ERSONNEL

Do you have a person who is assigned responsibility for the library? ______Yes ______No

Name of Librarian ____________________
(or other person in charge of the library)

The librarian has training in Library Science as follows:

Hours Credit	College	Dates	Degree Granted

Librarian has paid assistants (not students) as follows:

	No. of persons	Total hours worked per week	Duties
Clerical	______	______	__________
Professional	______	______	__________

Library Science training of full-time professional or sub-professional assistants:

Hours Credit	College	Dates	Degree Granted

What is the total number of hours per day that the librarian is assigned to the library? ________hours.

What is the total number of hours per day that the librarian is assigned to duties other than the library? ______hours. What are these duties? ____________

Librarian is currently a member of:

_____American Library Association
_____National Education Association
_____W. Va. Education Association
_____W. Va. Library Association

NDS

Amount expended for books for the library, 1963-64 school year: $__________

Of the above amount, please give the approximate value of gifts, contributions, etc. $__________

Amount budgeted for books for the library, 1964-65 school year: $__________

Expenditures for library operation, other than for books and the librarian's salary, 1963-64 school year: $__________

COLLECTION

Books: Number of volumes

Reference (encyclopedias, dictionaries, etc., not charged out) __________

Fiction __________

Non-fiction (excluding reference) __________

Textbooks __________

TOTAL __________

Number of:

Magazine subscriptions __________

Newspaper subscriptions __________

Filmstrips __________

16 mm Films __________

Phonograph records __________

Pamphlets and maps (estimate if necessary) __________

Number of books added:

1964/65 school year __________
1963/64 school year __________
1962/63 school year __________
1961/62 school year __________
1960/61 school year __________

No. of books withdrawn:

1964/65 school year __________
1963/64 school year __________
1962/63 school year __________
1961/62 school year __________
1960/61 school year __________

FACILITIES

What is the total gross floor space of the library? (length times width of outside dimensions) length __________ft. times width__________ft. totaling____________sq.

The library has seating capacity (no. of chairs) for __________students.

SERVICE

Daily Schedule. (check items indicating when the library is open):

_____During regular school hours
_____Before school (15 mins. or more)
_____After school (½ hour or more)
_____Evening (after 7:00 P.M.)
_____Saturday

What is the total number of hours per day the library is open? _____hours.

Does the school have a study hall physically separate from the library?_____Yes _____

Library is the study hall for _____hours per week.

Classes (excluding study hall and classes for instruction in the use of the library are held in the library ______hours per week.

Is the library open for service during part of the summer? ______Yes ______No (when school is not in session)

DATE________________________________

SIGNATURE________________________________

TITLE________________________________

WEST VIRGINIA LIBRARY SURVEY
SPECIAL LIBRARIES QUESTIONNAIRE

AUGUST, 1965

INSTRUCTIONS: Please check or fill in each answer, entering "N.A." ("not applicable") for any item that does not apply to your library.

IDENTIFICATION

Name of company, organization or institution: ____________________

Address: Street ____________________

City ____________________ County ____________________

Name of library: ____________________

Year in which the library was established: ________

Name of librarian: ____________________
(or other person in charge of library resources)

Total number of persons in the organization served by the library: ____________

COLLECTION

Number of:

Books	________
Current Periodicals (no. of titles)	________
Back Periodical Volumes (bound or film)	________
File drawers of pamphlet, report and related materials	________

Number of books added during the past year (1964): ________

Subject fields in which collection is unusually strong, or in which items of unusual value are held:

____

____

____

PERSONNEL

Number of staff members in the library (including the librarian): ________ full-time
________ part-time

Total hours per week of all part-time staff together: ________

Does any full-time staff member have library school education: ____Yes ____No

If so, please specify the college or university attended, semester hours in library science and/or degree received:

____

____

What qualifications, academic and in subject areas, does the librarian possess --- other than in library science?

____

____

SERVICE

Do you allow local residents (not connected with the company or organization) to consult materials in the library? ____Yes ____No

Do you allow local residents to borrow books or other materials from the library? ____Yes ____No

Any special regulations for borrowing of materials by local residents? ________________

____

Do you answer reference questions received from outside your organization? ____Yes ____No

If so, please explain the conditions under which you will perform this service:

____

____

If you believe that the answers given to the above questions do not clearly reflect your practice or policy in allowing persons outside your organization to use your resources, please elaborate:

____

____

____

INTERLIBRARY COOPERATION

Will you extend interlibrary loan privileges (or supply photo-copies) to public **libraries?**
_____Yes _____No

If so, approximately how many in 1964: ________

Will you extend interlibrary loan privileges to college and university libraries?
_____Yes _____No

If so, approximately how many in 1964: ________

Will you extend interlibrary loan privileges to other special libraries?
_____Yes _____No

If so, approximately how many in 1964: ________

Do you borrow materials from public libraries in your area? _____Yes _____No

If so, approximately how many in 1964: ________

Do you borrow materials from college and university libraries?

(a) in West Virginia _____Yes _____No
(b) outside the state _____Yes _____No

If so, approximately how many in 1964: ________

Do you borrow materials from other special libraries? _____Yes _____No

If so, approximately how many in 1964: ________

Do you ask reference questions of the following: (Please Check √)

	once a week or more	approx. once a week	less than once a week	never
West Virginia Library Commission:				
Public Library in your area:				
College or University Libraries:				
Other Special Libraries:				

We would welcome any additional comments which you may wish to make: ____________________

DATE________________________________

SIGNATURE___________________________

TITLE_______________________________